

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

THE NYC DEPARTMENT OF CITY PLANNING

DIVISION

EXECUTIVE OFFICE

ADDRESS1 22 Reade Street

ADDRESS2 New York, NY, 10007

CONTACT NAME Sophie Nitkin

E-MAIL snitkin@planning.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

DCP promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City. DCP's contributions toward development of the 10-year Capital Strategy will ensure investments in New York City's neighborhoods align strategic planning priorities with community needs.

UNIT DESCRIPTION (Max characters 300)

The Executive Office manages the overall work program of the Agency and coordinates the Department's divisions to fulfill its mission. The Executive Office serves as the Department's primary liaison to City Hall, its fellow agencies, and City Planning's community, business and civic constituents.

POSITION TITLE (Max characters 100)

Executive Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The intern will be an integral member of the City Planning's Executive Office, assisting the Special Assistants, Government Affairs Director, Press Secretary and other members of the Executive Office staff in a variety of tasks and responsibilities. The position provides a wide vantage point from which to understand the functioning of the entire agency and position provides the opportunity for involvement in a wide range of City Planning projects. The selected individual should demonstrate initiative and the ability to work effectively with others, be able to manage multiple projects under strict deadlines, and have excellent writing skills.

The Executive Office Intern will:

- Support the agency public correspondence by researching and preparing accurate and customer service oriented written responses to public inquiries
- Perform research, data analysis and ad hoc writing assignments to support senior Executive staff and Chairman's needs
- Assist in the preparation of materials for Chairman's speaking engagements
- Attend and monitor and report back with summaries of City Planning Commission, City Council and other public hearings
- Assist in tracking Council legislation and approvals
- Assisting in review of City Planning website and public materials

- Monitor relevant news and blog sources and assisting press office in preparation of weekly press package
- Manage additional special projects as needs arise

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

- Pursuing or achievement of a baccalaureate degree from an accredited college; or an associate degree. Students with an undergraduate or graduate focus in urban planning, urban studies, architecture or real estate preferred.
- Excellent organizational, written and verbal communication skills.
- Ability to demonstrate a high degree of independence and the ability to manage small tasks and projects with minimal supervision.
- Familiarity with MS Word, PowerPoint, and basic internet research skills.
- No planning background is required, but familiarity with planning concepts or NYC Zoning considered a plus.

APPLICATION PROCESS (Max characters 700)

Send cover letter, resume, and writing sample (1-2 pages) to Sophie Nitkin, snitkin@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Please be advised only candidates under consideration will be contacted.

SALARY RANGE

Unpaid, potential academic credit

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

START DATE

Monday, June 8, 2015

SCHEDULE

At least 20 hours per week, days flexible

INTERNSHIP DURATION

Approximately 8 weeks, flexible

For a complete listing of DCP opportunities: <http://www.nyc.gov/html/dcp/html/about/joblist.shtml>

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