2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF PARKS & RECREATION

DIVISION

Freshkills Park

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ADDRESS2 New York, NY

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AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Parks and Recreation manages 14 percent of the land in New York City. These assets range from playgrounds and large parks, to tranquil wooded areas and miles of beaches. Parks serve as New Yorkers' backyards, as meeting areas for outdoor play and recreation - but also as critical engines for economic growth and development.

NYC Parks' mission is to plan resilient and sustainable parks, public spaces, and recreational amenities, build a park system for present and future generations, and care for parks and public spaces to benefit New Yorkers across the five boroughs.

Through an effort to improve the quality, accessibility, efficiency and sustainability of our city parks by increasing investment in underserved neighborhoods and expanding parkland: NYC Parks' Community Parks Initiative, at the center of the Mayor's plan, is completely redesigning and reconstructing parks in neighborhoods across the city with the greatest needs --35 of which are nearing the construction phase.

NYC Parks is also leading in innovative park design with Parks Without Borders, a new design approach that focuses on improving park entrances, edges, and spaces adjacent to parks. By extending parks into communities, Parks Without Borders will improve New Yorkers' access to quality parks.

Ongoing work to care for our parks has:

- Reconnected the City's two most northern boroughs, Manhattan and The Bronx, when NYC Parks' historic High Bridge was reopened.
- Re-energized Flushing Meadow Corona Park in Queens, one of New York's largest parks, drawing visitors from around the globe.
- Reinforced our commitment to growing greenspaces by meeting our goal to plant 1,000,000 trees.

The work of the agency goes far beyond the maintenance of New York City's nearly 30,000 acres. Parks is the City's leading programmer of cultural, athletic and social activities, including nature walks, concerts, learn-to-swim classes, sports clinics, historic house tours, and much more. Each year Parks hosts annual events such as WinterJam, Adventures NYC, and the Fall Field Day.

The Parks Commissioner is appointed by the Mayor to oversee and direct the work of the agency. The Commissioner appoints Deputy Commissioners, Borough Commissioners, and Assistant Commissioners who are responsible for managing the agency's divisions. These senior officials supervise the work of thousands of Parks employees. They work with elected officials to complete capital improvements for parks, playgrounds, and recreation centers. They work with the private sector to sponsor free public events. They get the community involved in Parks through volunteer initiatives and educational and athletic programming in recreation and nature centers. They prepare Parks' budget and monitor the work of Parks' ice-skating skating rinks, golf courses and other concessions.

UNIT DESCRIPTION (Max characters 1000)

The Freshkills Park Team is working to transform the 2,200-acre Fresh Kills Landfill on the Arthur Kill waterfront of Staten Island into a new public park over the next 25 years. The ongoing development of Freshkills Park is one of the most ambitious public works projects in the history of New York City, using state of the art ecological restoration techniques in an extraordinary setting for recreation, public art, and environmental education.

We are looking for talented and qualified interns with backgrounds in art, planning, design, ecology, or community advocacy to join our small staff in the park project's lower Manhattan headquarters. There will be site visits and provide opportunities to collaboratively contribute to ongoing park planning and project implementation. We offer competent supervision, a supportive work environment, and interaction with staff from different disciplines. Interns walk away with knowledge of NYC Parks and solid projects that have life after the intership

POSITION TITLE (Max characters 100)

Freshkills Park Development Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Freshkills Park Development Intern will support the Freshkills Park project through research and fundraising. The internship offers an opportunity to understand the inner workings of Park programming and communications and support exciting new initiatives including public art and scientific research at this unique site.

Interns will gain experience in:
•Prospect research
•Grant writing
•Funding databases
•General office procedures (filing, data entry, answering phones, etc.)

Responsibilities:
•Maintain grants database, package projects for grant proposals, prospect research identifying new grant and sponsorship opportunities
•Create new cultivation materials for potential donors/sponsors
•Conduct research on topics across urban studies, art, architecture, design and ecology
•Assist assembly of dossier materials for planning meetings
•Contribute to the research and writing of original content across social media including a blog, Facebook and Twitter
•Attend team meetings, interagency meetings and planning sessions when possible
•General administrative work as needed

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

•Familiarity with grant writing and non-profit fundraising, community relations and marketing strategy
•Ability to work independently and execute delegated tasks as well as communicate progress in a collaborative team environment
•Diligent research capability and detail-oriented
•Knowledge of and interest in topics in art, natural sciences, environmental science, waste & recycling helpful
•Excellent oral and written communication skills, experience writing for web desirable
•Graphic design skills, experience with Adobe Suite and web publishing desirable

APPLICATION PROCESS (Max characters 700)

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov

SALARY RANGE

Unpaid

☒ **Internship may be used to fulfill college credit requirement**

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Expected Duration: three month summer term, dates flexible | Hours: 21 hours per week (schedule by arrangement)