

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Marni Aaron

E-MAIL summerinterns@dny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, reuse, and waste prevention programs. The Bureau runs programs, conducts research, facilitates trainings and site visits; participates in public events; develops and deploys educational materials and social media campaigns to help residents, schools, agencies and institutions, and businesses sustainably manage their waste.

POSITION TITLE (Max characters 100)

DSNY-014 - Sustainability - Public Education - Administrative

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

1. Fulfillment
 - a. Learn about all recycling programs to be familiar with all pieces available to order by the public
 - b. Understand needs of residents in different housing stock to be able to process orders without waste.
 - c. Analyze data from fulfillment reports to assist in anticipating needs for reprinting and outreach
2. Inventory
 - a. Assist with archiving and reconciliation of archive files
 - b. Use Excel spreadsheets documenting the data
 - c. Categorize, organize and arrange items in a way conducive for department needs
3. NYC Zero Waste website/ social media
 - a. Analyze data from various social media channels and assist in creating a system to capture information in the future
 - b. Help to update web links to make sure users can find the relevant information on our new website
 - c. Research and edit our existing webpages
4. Assist with answering recycling related correspondence.

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

1. Strong administrative, organizational, interpersonal, and writing skills.
2. Proficiency in use of leading word-processing, and spreadsheet applications, including MS Office Suite, Word and Excel, and PowerPoint.
3. Interest in sustainability and waste management.
4. As of June 2016, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year).

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dscy.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-014-Sustainability - Public Education - Administrative Undergraduate Intern