

# 2014 NYC SUMMER INTERNSHIP PROGRAM

## NYC DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT

Office of Development  
Division of Planning, Marketing & Sustainability  
100 Gold Street  
New York, NY 10038

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### **AGENCY DESCRIPTION**

The NYC Department of Housing Preservation & Development (HPD) is the nation's largest municipal housing preservation and development agency. Our mission is to promote quality housing and viable neighborhoods for New Yorkers. We are responsible for implementing the Mayor's housing plan to create or preserve 200,000 in the next 10 years. HPD also actively promotes the preservation of affordable housing through education, outreach, loan programs and enforcement of housing quality standards. For more information, visit [www.nyc.gov/hpd](http://www.nyc.gov/hpd).

### **UNIT DESCRIPTION**

HPD's Division of Planning, Marketing and Sustainability (DPMS) is responsible for facilitating housing development and comprehensive neighborhood revitalization through community-based planning. DPMS builds the pipeline for affordable housing by selecting City-owned sites for development, identifying available privately-owned sites, arranging for acquisition funding when necessary, and collaborating with other agencies that have land and buildings suitable for housing development. DPMS secures the approval of housing proposals through the City's land use review process, working closely with local Community Boards and the Department of City Planning. In addition, DPMS is responsible for implementing HPD's green building policy and reviewing all HPD projects' compliance with green building standards. All HPD affordable housing projects are required to comply with Enterprise Green Communities standards to ensure deeper affordability through lowered utility bills and healthier living environments, while balancing maximum benefit to tenants and owners with low incremental upfront costs.

### **POSITION TITLE**

Summer Intern

### **INTERNSHIP RESPONSIBILITIES**

HPD is seeking an enthusiastic, talented candidate(s) for an internship in the Division of Planning. The intern(s) will work closely with planners on a variety of projects, and will assist in the preparation of neighborhood planning studies, site assessments, planning reviews and green building reviews; identifying publicly owned and privately owned sites for potential affordable housing projects, in conjunction with HPD's technical and financial divisions and with developers; and work with HPD divisions and other City agencies to secure internal and external approvals.

### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

The ideal candidate(s) will be a currently enrolled undergraduate or graduate student with strong analytical, writing, research, and technical skills. Knowledge of GIS and design skills a plus. He or she will be energetic

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and resourceful, demonstrate an ability to problem-solve and tackle various type of work, and express an interest in affordable housing and urban issues, particularly in New York City.

**APPLICATION PROCESS**

To apply please send resume and cover letter to Eunice Suh, Director of Pipeline Planning at [suhe@hpd.nyc.gov](mailto:suhe@hpd.nyc.gov), with subject line marked “Planning Internship.”

**SALARY RANGE**

unpaid

**ADDITIONAL INFORMATION / COMMENTS**

Dates: Flexible; 8-12 week commitment (20 hours per week commitment desired)

Hours: Flexible within Monday-Friday 9am – 6pm