

2014 NYC SUMMER INTERNSHIP PROGRAM

NYC DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT

Office of Development
Division of Preservation Finance - Storm Recovery
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.

UNIT DESCRIPTION

The Division of Preservation Finance operates programs which provide financing to rehabilitate and preserve multifamily housing. As part of the City's Storm Recovery initiatives, HPD has implemented the Multifamily Build it Back program to rebuild, repair and provide resiliency to a significant number of buildings in New York City affected by Superstorm Sandy. The program provides federal Community Development Block Grant Disaster Recovery (CDBG-DR) funds to multifamily building owners.

More information is available on our website: www.nyc.gov/hpd

POSITION TITLE

Summer Intern

INTERNSHIP RESPONSIBILITIES

HPD is seeking an enthusiastic, talented candidate with an interest in affordable housing or disaster recovery and urban issues. The intern will be responsible for providing critical support to staff working in the Multifamily Build It Back Program. Under the direction of a Senior Project Manager and the Program Director, the primary responsibility of the Storm Recovery Intern will be to work as a project manager processing and closing projects that have applied for loans for repairs and improvements to properties in the aftermath of Superstorm Sandy. The Storm Recovery Intern will also be involved in policy and program development.

Support tasks include:

- Gathering, tracking, and analyzing data;
- Writing and editing policy briefings
- Program development and resource allocation;
- Project managing loan applications and underwriting
- Monitoring of construction projects through completion; and
- other special projects as required.

nyc.gov/internships

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The ideal candidate should have strong analytical, writing, research, and communications skills. Working knowledge of Excel, and Powerpoint is a must. Project Management and/ or GIS skills a plus. Graduate students are preferred but will consider strong undergraduate candidate.

APPLICATION PROCESS

To apply please send resume and cover letter to Sara Dabbs at dabbss@hpd.nyc.gov with subject line marked "Storm Recovery Intern."

SALARY RANGE

unpaid

ADDITIONAL INFORMATION / COMMENTS

Dates: Flexible; 8-12 week commitment expected

Hours: Flexible within Monday-Friday 9am – 5pm