

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NEW YORK CITY TAXI AND LIMOUSINE COMMISSION

DIVISION

Executive Office/Policy Division

ADDRESS1 33 Beaver Street - 22nd Floor

ADDRESS2 New York, New York 10004

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FAX

AGENCY DESCRIPTION (Max characters 3000)

The New York City Taxi and Limousine Commission (TLC) is the City agency responsible for licensing and regulating New York City's yellow taxicabs, green Boro Taxis, for-hire vehicles (community-based liveries, black cars, and smartphone app-based car services), commuter vans, ambulettes, and certain luxury limousines. TLC develops policy that guides how the more than 90,000 vehicles and 150,000 drivers TLC regulates transport over a million passengers every day. Current initiatives include developing regulatory frameworks for smartphone apps that connect vehicles and passengers, introducing the new green Boro Taxis that have brought street hail service to the outer boroughs, developing initiatives to increase wheelchair accessibility in the TLC-regulated fleet, and implementing policies to support the Vision Zero traffic safety initiative. To learn more about the TLC, please visit: www.nyc.gov/taxi.

UNIT DESCRIPTION (Max characters 1000)

The TLC is seeking a Policy Fellow to contribute directly to current TLC policy priorities, including the agency's significant Vision Zero initiatives. The selected candidate will work with staff in the Executive Office and Policy Division, as well as other operational divisions as needed. Through this research fellowship, the selected candidate will learn the intricacies of urban policymaking while actively contributing to important public projects.

POSITION TITLE (Max characters 100)

Policy Fellow

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Review and analyze large datasets using Excel and Access, including coordination with TLC Research and Evaluation Division staff.
- Write memos and concise briefing documents, distilling complex information into key facts and considerations for decision-makers.
- Develop attractive presentations, including visual representations of data, to represent complex ideas for diverse audiences.

- Play a key role in developing, implementing, evaluating and communicating New York City's Vision Zero Action Plan to eliminate traffic fatalities in the city by 2024.
- Participate in planning and problem-solving sessions, work with key staff and stakeholders to seek feedback on policy ideas, and develop policy proposals. Requires excellent critical thinking and analytical skills.
- Participate in stakeholder, community and inter-agency meetings and ensuring necessary information is communicated or obtained.

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

Interested candidates should have excellent written and verbal communication skills, effective problem-solving and analytic skills, and the ability to prioritize, manage time, and engage in multiple tasks in a fast-paced environment. Candidates should be highly motivated, detail-oriented, and able to work well independently and as part of a team. Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: English, journalism, communications, urban planning, transportation policy, public administration, public policy, business, economics, statistics, political science, environmental studies, or in a related degree program. Ideally, candidates will be currently enrolled in a graduate degree program in one of these fields. Outstanding undergraduates with at least two years of their degree completed will also be considered. Experience with Excel, Access, PowerPoint and professional writing strongly desired.

APPLICATION PROCESS (Max characters 700)

E-mail cover letter and resume to: LabadieM@tlc.nyc.gov

SALARY RANGE

College Interns: \$433.50 Graduate Interns: \$600.00

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)