AGENCY DESCRIPTION
DCP promotes housing production and affordability, fosters economic development and coordinated investments in infrastructure and services, and supports resilient, sustainable communities across the five boroughs for a more equitable New York City. DCP’s contributions toward development of the 10-year Capital Strategy will ensure investments in New York City’s neighborhoods align strategic planning priorities with community needs.

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers. In addition, DCP is committed to expanding public access to land use, housing and population data and planning resources through its online Community Portal, as well as to support informed participation by New Yorkers in neighborhood planning and land use review processes.

In addition, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications for a variety of discretionary approvals. The Department also assists both government agencies and the public by advising on strategic and capital planning and providing policy analysis, technical assistance and data relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

DIVISION DESCRIPTION
The Department of City Planning’s BluePRint Team works to support a more efficient, transparent and clear land use and environmental application review process. Our goal is to enhance the agency’s efficiency and its responsiveness to our public and private customers. We work to ensure that the broader agency can achieve its goals with the proper tools and resources. You may wish to look at our website for more information:
BluePRint - New York City Department of City Planning

INTERNSHIP RESPONSIBILITIES
The intern will be expected to participate in and lead change management projects around the agency. These projects typically require close coordination with subject matter experts and an attention to detail. Projects for this summer will consist of helping the agency re-launch BluePRint and taking the lead on various small change management projects. We will be developing a “fast track” for the agency’s application processes and improving many of our application standards and external communication tools. We also hope to begin a large IT project that will require participation from the selected candidate.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
- Undergraduate/graduate students with focus or interest in public administration, public policy, business, change management, city planning, geography, GIS, urban design, architecture, environmental studies, or related fields.
- Additional software skills (particularly in Adobe Creative Suite) are preferred but not required.

COMPENSATION
Unpaid, potential academic credit
START DATE
Monday, June 8, 2015

SCHEDULE
At least 20 hours per week, days and hours are flexible

INTERNSHIP DURATION
Approximately 8 weeks, flexible

HOW TO APPLY
Please send cover letter and resume to David Parish at dparish@planning.nyc.gov, Sarah Whitham at swhitha@planning.nyc.gov, and cc: dcprecruit@planning.nyc.gov. Please also include a writing sample and any relevant work samples. Only candidates under consideration will be contacted.

APPLICATION DEADLINE
Until filled


THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAM IS AVAILABLE IN THE PERSONNEL MANAGEMENT DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.