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
By 2040, the Bronx is projected to grow by almost 200,000 residents, a 14% increase making it the fastest growing borough in the city. The Bronx Borough Office is engaged in a number of planning initiatives to support the borough’s population growth and foster economic development. DCP’s Bronx Borough Office is seeking a motivated student in the field of Urban Planning or related field to fill an internship position to support an office of experienced and dynamic urban planning professionals.

INTERNSHIP RESPONSIBILITIES
The internship is open to both undergraduate and graduate students seeking practical experience in the field of urban planning. The intern will work directly with staff on a range of projects that will introduce them to urban planning, the borough of the Bronx and the department’s role in New York City’s zoning and land use process.

Under supervision, the intern will:
- Provide technical assistance to support demographic, socioeconomic and housing research
- Assist in organizing and preparing reports, maps and other graphic materials
- Assist in research of best practices and development of planning policy
- Assist in field work, community outreach, and coordination of public events
- Assist with special projects; neighborhood planning and resiliency studies; and public and private ULURP applications to facilitate affordable housing development and zoning text amendments

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
Undergraduate/graduate students with focus or interest in city planning, geography, GIS, urban design, or related fields. Preferred skills include:
• Strong research and analytical skills
• Clear communication – verbal and written
• Interest in urban planning and the Bronx
• Ability to meet deadlines
• Motivated self-starter with ability to work independently
• Competency in Microsoft Office & GIS software (ArcGIS) required
• Competency in various other computer programs including Adobe Creative Suite, and Google SketchUp desired

COMPENSATION
Unpaid, potential academic credit (to be discussed with school)

START DATE
Monday, June 8, 2015

SCHEDULE
At least 20 hours per week (days flexible)

INTERNSHIP DURATION
Approximately 8 weeks (dates flexible)

HOW TO APPLY
Send cover letter and resume to sbrede@planning.nyc.gov, csamol@planning.nyc.gov, and cc: dcprecruit@planning.nyc.gov. Please be advised 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.