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 Brooklyn Office consists of a dedicated team of professional city planners and urban designers who work on a wide variety of projects and studies in the largest, and one of the most dynamic boroughs of New York City. The borough includes a wide variety of land uses, from historic brownstone neighborhoods, high-density skyscrapers, public housing developments, new creative technology companies and industrial districts to swaths of one- and two-family homes and beautiful parks. Brooklyn’s 2.5 million residents are equally diverse and include almost a million immigrants who hail from the Caribbean, Central America, Asia and Europe. These new New Yorkers and current Brooklynites enliven and enrich Brooklyn’s numerous neighborhoods and contribute to the borough’s teeming vitality and renewed growth and point to the need for more housing, especially affordable housing, economic development and quality complete neighborhoods.

The Department of City Planning’s Brooklyn Office’s very active work program reflects this renewed growth and the Mayor’s mandate to plan for the needs of all New Yorkers. The Brooklyn Office is working with communities to identify opportunity areas and plan for growth to facilitate the Mayor’s Housing New York plan. Based on innovative community-based work completed by the Department under a HUD Sustainable Communities grant, the Mayor has identified East New York as the first area under his plan, while other neighborhoods will be selected. The Office also coordinates the review of numerous private and publicly-sponsored requests for changes in zoning and other land use changes that require the Department’s review and application of public policies.

Thus, planners and urban designers in the Brooklyn Office work on a wide range of land use planning, zoning, urban design, and transportation issues in communities across the borough. Borough office planners are the local experts on their communities and provide essential knowledge to policy makers, appointed and elected officials. The Brooklyn Office is looking for motivated and enthusiastic interns to assist in our work program by handling independent projects and supporting larger initiatives.

INTERNSHIP RESPONSIBILITIES
The intern will work directly with staff on a range of projects that will introduce them to urban planning, Brooklyn
neighborhoods and the department’s role in New York City’s zoning and land use process. Under supervision, the intern may:

- Provide technical assistance to support demographic, socioeconomic, resiliency, industrial and/or 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/or resiliency studies
- Attend meetings with other DCP Divisions and City agencies

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
Graduate students with focus or interest in city planning, geography, GIS, urban design, architecture, environmental studies, public policy, resiliency or related fields. Qualifications include:

- Strong research and analytic skills
- Proficiency with Arc GIS and spatial analysis
- Basic understanding of zoning
- Strong graphic design and layout skills
- Proficiency with Adobe Creative Suite
- Proficiency in database creation and report generation (Microsoft Office suite)
- Excellent written and verbal skills
- Motivated self-starter and ability to work independently

COMPENSATION
Unpaid, potential academic credit

START DATE
Monday, June 8, 2015

SCHEDULE
At least 20 hours per week, days flexible

INTERNSHIP DURATION
Approximately 8 weeks, flexible

HOW TO APPLY
Please email cover letter, resume and work sample to kwood@planning.nyc.gov and cc: dcp recru it@planning.nyc.gov. Please note that 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.