2015 NYC SUMMER INTERNSHIP PROGRAM

DIVISION OF CAPITAL PLANNING
Capital Planning Interns (5)

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 Capital Planning Division, new to DCP, works to coordinate the capital investments of the city – encompassing a wide range of investments including housing, park, sewers, streets, coastal defenses, etc. – from a place-based perspective. We ensure that the City’s capital plan and Ten Year Capital Strategy align to Mayoral priorities and neighborhoods likely to see significant increases in density over the years to come.

INTERNSHIP RESPONSIBILITIES
Capital Planning’s broad scope of work will allow five successful candidate(s) a chance to (1) gain familiarity with the capital planning and budgeting processes of a number of City agencies, (2) work in a collaborative environment across DCP divisions, with City Hall, and other agencies, (3) develop new capital planning systems to ensure better informed decision-making.

Tasks assigned may include:
- Conduct research and contribute to program development;
  - Act as a researcher for the Division on subjects related to capital planning practices and other areas of concern to the team.
  - Assist with the design and implementation of new initiatives.
- Develop and maintain quality datasets necessary for effective capital planning.
- Conduct data analysis and prepare PowerPoint presentations and briefing books.
- Develop analytic maps and data visualizations to support Capital Planning work (experience in GIS and with data visualization preferred, but not required).
QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
Capital Planning seeks candidates passionate about improving the City of New York through more effective delivery of infrastructure projects. Successful candidate(s) will have outstanding communication, organizational, and interpersonal skills. Other qualifications include:

- An undergraduate or graduate degree (preferred) with demonstrated academic successes and focus or interest in city planning, GIS, infrastructure investing, or economic, environmental, and social impact analyses
- A creative and entrepreneurial mindset
- Acute attention to detail
- Proficiency in Microsoft Word, Excel, and PowerPoint
- A strong understanding of quantitative research methods and ability to work with complex datasets; GIS knowledge set/experience preferred
- Capacity to conduct rapid research and analysis of emerging fields and policy trends
- Commitment to a collegial, team-oriented workplace

COMPENSATION
Unpaid, potential academic credit

START DATE
Monday, June 8, 2015 or before

SCHEDULE
At least 20-30 hours per week, days flexible

INTERNSHIP DURATION
Approximately 8 weeks, flexible (longer duration preferred)

HOW TO APPLY
Please send a cover letter and resume David Kemper, dkemper@planning.nyc.gov and cc: dcrecruit@planning.nyc.gov. Work samples encouraged. Please be advised only candidates under consideration will be contacted.

APPLICATION DEADLINE
Until filled


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