2015 NYC SUMMER INTERNSHIP PROGRAM

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 Environmental Assessment and Review Division is responsible for preparing and reviewing City Environmental Quality Review (CEQR) applications for the City Planning Commission. The division also coordinates the review of CEQR applications between DCP and other government agencies and conducts intra-agency CEQR reviews, including the review and preparation of draft and final Environmental Impact Statements. In addition, the division prepares final CEQR determinations, letters and memos; and provides technical assistance in the preparation and submission of applications.

INTERNSHIP RESPONSIBILITIES
EARD seeks two summer interns interested in assisting environmental review professionals with the preparation, review and analysis of City Environmental Quality Review applications. Internship responsibilities are noted as follows:

• Assist with the review and analysis of CEQR applications, including the preparation of CEQR determinations and other letters and memos;
• Assist in the collection, storage, maintenance and dissemination of data required for environmental planning and assessment efforts;
• Assist with maintenance of complete and accurate CEQR application records, entering project data into application-tracking databases on a regular and timely basis.

Interns will become exposed to the broad and interdisciplinary field of environmental review, participate in site visits across the five boroughs, and gain valuable professional experience in an exciting and fast-paced work setting. Interns will be provided with a mentor that will guide them throughout the course of their internship.
QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
- Graduate students with focus or interest in city planning, environmental studies, public policy, or related fields.
- Familiarity with environmental regulations, the CEQR Technical Manual and the New York City Zoning Resolution is a plus.

COMPENSATION
Unpaid, potential academic credit

START DATE
Monday, June 8, 2015

SCHEDULE
At least 20 hours per week

INTERNSHIP DURATION
Approximately 8 weeks

HOW TO APPLY
Please send cover letter and resume directly to Olga Abinader, Deputy Director of the Environmental Assessment and Review Division, at oabinad@planning.nyc.gov, and cc: dcrecruit@planning.nyc.gov. Please note that two writing samples (e.g. a professional email and an excerpt from an original academic paper) are also required. 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.