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 Executive Office manages the overall work program of the Agency and coordinates the Department’s divisions to fulfill its mission. The Executive Office serves as the Department’s primary liaison to City Hall, its fellow agencies, and City Planning’s community, business and civic constituents. The Chief Operating, Governmental Affairs and Press Offices are part of the Executive Office.

INTERNSHIP RESPONSIBILITIES
The Executive Office is looking for talented individual(s) to actively support senior Executive Office staff. The intern will be an integral member of the City Planning’s Executive Office, assisting the Special Assistants, Government Affairs Director, Press Secretary and other members of the Executive Office staff in a variety of tasks and responsibilities. The position provides a wide vantage point from which to understand the functioning of the entire agency and position provides the opportunity for involvement in a wide range of City Planning projects. The selected individual should demonstrate initiative and the ability to work effectively with others, be able to manage multiple projects under strict deadlines, and have excellent writing skills.

The Executive Office Intern will:

• Support the agency public correspondence by researching and preparing accurate and customer service oriented written responses to public inquiries
• Perform research, data analysis and ad hoc writing assignments to support senior Executive staff and Chairman’s needs
• Assist in the preparation of materials for Chairman’s speaking engagements
• Attend and monitor and report back with summaries of City Planning Commission, City Council and other public hearings
• Assist in tracking Council legislation and approvals
• Assisting in review of City Planning website and public materials
• Monitor relevant news and blog sources and assisting press office in preparation of weekly press package
• Manage additional special projects as needs arise

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
• Pursuing or achievement of a baccalaureate degree from an accredited college; or an associate degree. Students with an undergraduate or graduate focus in urban planning, urban studies, architecture or real estate preferred.
• Excellent organizational, written and verbal communication skills.
• Ability to demonstrate a high degree of independence and the ability to manage small tasks and projects with minimal supervision.
• Familiarity with MS Word, PowerPoint, and basic internet research skills.
• No planning background is required, but familiarity with planning concepts or NYC Zoning considered a plus.

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
Send cover letter, resume, and writing sample (1-2 pages) to Sophie Nitkin, snitkin@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.