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 HEIP Division conducts studies, provides policy advice and undertakes specific project management in the subject areas of housing policy, economic development and infrastructure planning. The division seeks an intern with an interest in housing and economic development policy and a desire to explore neighborhoods across the city.

INTERNSHIP RESPONSIBILITIES
Under supervision, the intern will:

• Provide technical assistance to support economic development and housing policy research;
• Assist with field studies;
• Assist in researching data, analysis of existing conditions and preparation of maps;
• Assist with the creation of materials for presentations to Department staff;
• Attend and assist with intra- and inter-agency meetings.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

• The internship is open to both undergraduate and graduate students seeking practical experience in the field of urban planning
• Clear communication – verbal and written
• Strong research and analytical skills
• Competency with GIS software
• Motivated self-starter

COMPENSATION
Unpaid, potential academic credit
START DATE
On or before 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 and resume to Eric Kober, Director, ekober@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. 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.