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 Housing, Economic and Infrastructure Planning (HEIP) Division is responsible for developing citywide plans and policies which address housing, economic and infrastructure issues. Annually, HEIP is responsible for the formulation and submission of New York City’s Proposed Consolidated Plan, the City’s application to the federal government for affordable housing, supportive housing, emergency shelter, and community development formula entitlement grant funds.

INTERNSHIP RESPONSIBILITIES
The division is seeking an intern immediately to assist with the research and correction of its address database used to fulfill the City’s federally-mandated Consolidated Plan citizen outreach and participation activities. Federal Consolidated Plan citizen participation regulations require localities to provide the public with reasonable notice and an opportunity to participate in various Consolidated Plan related events and activities (e.g., public hearings, public comment periods on the Plan and related reports). Correction to the address database to ensure all concerned citizens, not-for-profit organizations, and groups are properly notified will further assist the City in complying with these requirements.
Tasks include:
- Collecting and reviewing of information via different sources to rectify errors within the address database.
- Resolution of conflicting sources of information via different methods, including outreach to persons, organizations, and groups.
- Revision of information in the Consolidated Plan address database.
- Documenting changes made to the database.
- Conducting quality control /accuracy checks of updated information.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
- Undergraduate/graduate students with concentration of studies or interest in Records Management, Computer Science, Information Technology and Analysis or related fields.
- Desired skills and interests:
  - Excellent written and verbal communication, research, analytical and organizational skills.
  - MS Excel & Word proficiency.
  - MS Access preferred, but not required.

COMPENSATION
Hourly, between $10 and $13.50, commensurate with experience

START DATE
Monday, June 1, 2015 – as soon as possible

SCHEDULE
16 – 20 hours per week, days and hours are flexible

INTERNSHIP DURATION
This is a temporary position for a project that must be completed by July 1, 2015.

HOW TO APPLY
Please send cover letter and resume to Charles Sorrentino at csorrentino@planning.nyc.gov, and cc: dcprecruit@planning.nyc.gov. Please also include a writing sample and any relevant work samples. 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.