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 Land Use Review Division is responsible for scheduling and organizing Headquarters, and coordinates Review Sessions and Public Meetings, to ensure that the Chair and the City Planning Commission are fully informed about all land use actions coming before them. The Division oversees Uniform Land Use Review Procedure (ULURP) and non-ULURP applications from filing to vote, reviews CPC Reports, develops Review Session agendas and Public Meeting calendars and maintains the agency’s Land Use Management Information System (LUMIS) database that supports the system of tracking and monitoring land use applications.

INTERNSHIP RESPONSIBILITIES
The Central Intake Intern will assist in revising and updating of the Central Intake Manual. This will include reviewing the existing Central Intake Manual, and subsequently, studying the current process in order to incorporate necessary updates and revisions. The final product will be made available to all members of the Department of City Planning via the internal agency website (DCP Commons) as a valuable reference guide to the Central Intake operations and procedures.

Central Intake is part of the Land Use Review Division. All land use and City Environmental Quality Review (CEQR) applications are submitted through this office. Understanding how this section of the Land Use Review Division operates will familiarize the individual with government processing and procedures, as well as provide exposure to a variety of representatives from the public, private and non-profit sectors, that do business with DCP.
QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

• Undergraduate in first or second year with a focus or interest in city planning, public administration or a related field;
• Competence in computer programs including Microsoft Office; and
• Excellent written and communication skills.

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 and resume to hmarcus@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Please include “LUR Summer Internship 1” in the subject line. 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.