2015 NYC SUMMER INTERNSHIP PROGRAM

MANHATTAN BOROUGH OFFICE
Planning Intern

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 Department of City Planning’s Manhattan Office has an expansive work program focused on the creation and strengthening of great neighborhoods, affordable housing, vibrant commercial and institutional centers, rich transit opportunities, climate resiliency, and high-quality open space and waterfronts. The Office is responsible for formulating borough-wide and local neighborhood plans, reviewing and processing land use applications and providing technical assistance and planning data to the City Planning Commission, elected officials, community boards, other public agencies, and civic and business groups. Ideal candidates are those who desire an engaging work environment and an opportunity to shape policy and the built environment for one of the most unique and desirable cities in the world.

INTERNSHIP RESPONSIBILITIES
The Manhattan Office is seeking intern candidates with advanced urban planning, urban design, and/or architectural education and interest, as well as superior technical skills to assist office planners engaged in a wide variety of planning studies and projects. More specifically, intern responsibilities will involve assisting staff planners and designers with ongoing neighborhood studies in support of the administration’s Housing New York plan, including:

- Site visits, data collection, field surveys
- GIS mapping and analysis
- 3-D modeling and urban design analysis
- Preparation of project materials for written and graphical reports and presentations

Interns will gain unique and deep exposure to a wide variety of planning and design issues that have direct impact in the administration’s implementation of its affordable housing policy.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
Undergraduate and graduate students with a focus or interest in urban planning, urban design, architecture, public policy, or related fields. Preferred skills include:
• Excellent research, analytical, and organizational skills
• Strong visual/graphical representation skills including experience with ArcGIS and the Adobe suite of software
• Strong written and oral communication skills
• Familiarity with NYC zoning and the Uniform Land Use Review Procedure
• Ability to work effectively in a collaborative team setting
• Ability to manage multiple simultaneous work tasks and independently and proactively advance assigned tasks

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
Candidates may send a pdf resume and optional cover letter directly to ebotsford@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Candidates are encouraged to provide a brief technical or analytical writing sample (no more than 3-4 pages) and GIS/graphical sample (no more than 2) with your submission. Please note that only candidates under consideration will be contacted.

APPLICATION DEADLINE
Until filled


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