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
Planning Coordination is responsible for a wide range of activities that support the development and implementation of the Department’s strategic planning initiatives. These activities include: providing Executive Office support in monitoring and reporting on the agency’s work program, pre-certification project pipeline and priorities; spearheading special mapping projects and data analyses upon request; providing online data and planning resources to community boards, city agencies, and the general public to support neighborhood and citywide planning efforts; preparation and electronic distribution of Charter-mandated reports and related agency resources including the Citywide Statement of Needs and Statements of Community District Needs; providing analysis and technical assistance with respect to siting of city facilities.

INTERNSHIP RESPONSIBILITIES
Tasks include, but are not limited to, the following:
- Assist staff in preparing maps, GIS and data analysis for internal presentations and updating public facing resources on DCP’s website and Community Portal
- Support staff in development and management of tools for monitoring and managing agency’s work program, pre-certification project pipeline and planning initiatives
- Support staff in maintaining and geocoding databases related to community facilities and other Agency datasets
- Provide assistance with ongoing division work program responsibilities

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
Undergraduate/graduate students with focus or interest in city planning, geography, GIS, urban design, architecture, environmental studies, public policy, or related fields. Desired skills and interests include:
- Knowledge of geocoding and GIS applications, particularly ArcGIS
Strong written and verbal communication, research, analytical and organizational skills
MS Word and Excel proficiency
Experience with Adobe Illustrator
Experience with Microsoft Access or database-related software preferred
Detail-oriented
Perform work accurately and efficiently
Works well independently and within a team

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
Please send cover letter and resume in PDF format to Ms. Evette Soto, ESOTO@planning.nyc.gov, Planning Coordination Office Manager, 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.