2015 NYC SUMMER INTERNSHIP PROGRAM

QUEENS 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 Queens Office is a dynamic work environment responsible for a wide range of innovative planning, urban design and zoning activities, including formulating borough-wide and neighborhood plans, reviewing and processing land use applications, and providing technical assistance and planning data to the City Planning Commission, elected officials, public agencies, community boards and civic and business groups. Currently, its efforts are focused on directing a range of new housing and economic expansion opportunities in three transit-rich, regional centers – Long Island City, Flushing and Jamaica – ensuring new development will enliven and support neighborhood shopping streets, and expanding public access to its extensive waterfront while promoting more resilient development.

INTERNSHIP RESPONSIBILITIES
The Queens Office is seeking intern candidates with advanced planning education and training, as well as superior technical abilities to assist office staff in planning and design activities related to the growth and development of the borough and to support a broad range of projects and studies. More specifically, intern responsibilities include assisting staff with planning-related tasks associated with land use application project management and land use zoning studies. Typical tasks will include:

- Assisting project managers with site visits, data collection and field surveys
- Assisting project managers with the preparation of documents/graphics for presentations
- GIS mapping and land use and building type analyses
- 3-D modeling and urban design analysis
- General office organization assistance
• Assist with public zoning inquiries. Light support, as needed, in the reception area which consists primarily of receiving visitors, taking telephone calls and referring visitors and inquiries to the appropriate staff.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY
Undergraduate/graduate students with a focus or interest in city planning, geography, GIS, urban design, architecture, environmental studies, public policy, or related fields. Preferred skills include:

• Excellent research, analytical and organizational skills
• Strong written and oral communication skills
• Demonstrated competence in GIS and related computer software programs
• Familiarity with the City’s land use review process and procedures
• Familiarity with the NYC Zoning Resolution and zoning practices
• Familiarity with urban design and physical planning practices
• Ability to work effectively independently and collaboratively in a team setting
• Ability to manage flexible work tasks and complete assignments in a timely fashion
• Responsibly engage with community residents, public agencies and elected officials

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 their cover letter and resume directly to dcarney@planning.nyc.gov and cc: dcprecruit@planning.nyc.gov. Candidates are encouraged to include a brief analytical writing sample (preferably not more than 4 pages) and no more than 2 GIS products in their submissions. Please be advised only candidates under consideration will be contacted.

APPLICATION DEADLINE
Until filled


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