2015 NYC SUMMER INTERNSHIP PROGRAM

STATEN ISLAND OFFICE
Planning Intern / Resiliency 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
Located just walking distance from the Staten Island Ferry in St. George, the Staten Island Office of the NYC Department of City Planning is responsible for developing borough-wide and local area plans, reviewing and processing ULURP and non-ULURP land use applications, and providing technical assistance on all land use, and zoning related matters to the City Planning Commission, local Community Boards, elected officials and the public at large. The zoning for the Borough of Staten Island is comprised of several distinct special zoning districts, including three special districts which, together, cover the majority of the island and place a large focus on the preservation of natural features. Planning issues on the island also include managing density from the more urban north shore to the more suburban south shore, resiliency and climate change planning, as well as preservation planning.

INTERNSHIP RESPONSIBILITIES
The Staten Island office has two separate internship opportunities available: a planning intern, and a resiliency intern. The Intern is expected to acquire skills and knowledge while assisting with any of the following potential tasks:

**Planning Intern:**
- Assist city planners with land use applications and planning studies, including note taking at meetings with technical divisions of the Department, other city agencies, community boards, elected officials and the public;
- Assist city planners with review and analysis of site plans, development proposals and land use applications to determine compliance with NYC zoning regulations and City land use policies;
- Assist in preparation of reference materials to document procedures and standards;
- Assist in researching data, analysis of existing conditions and preparation of maps;
• Assist in answering questions from the public about zoning issues by applying knowledge of the NYC Zoning Resolution;
• Assist with the organization of files of previously approved ULURP and non-ULURP applications;
• Assist with the creation of materials for presentations to Department staff and the City Planning Commission; and
• Assist with special studies, such as housing studies, Brownfield Opportunity Areas, and zoning text amendments.

Resiliency Intern:
• Assist city planners with note taking at meetings with technical divisions of the Department, other city agencies, community boards, elected officials and the public;
• Assist city planners with the development of reports including writing, editing, and graphics;
• Assist in researching data, analysis of existing conditions and preparation of maps; and
• Assist with the creation of materials for presentations to Department staff and the City Planning Commission.

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.

Preferred Skills:
• Strong research and analytical skills
• Experience/interest in long range community planning
• Clear communication – verbal and written
• Motivated self-starter
• Ability to meet challenging deadlines
• Background/interest in environmental science
• Basic Knowledge of GIS
• Familiarity with Adobe Creative Suite, Google SketchUp, and hand sketching are a plus

COMPENSATION
Unpaid, potential academic credit

START DATE
Monday, June 8, 2015

SCHEDULE
A minimum of 4 days per week

INTERNSHIP DURATION
Approximately 10 weeks, flexible

HOW TO APPLY
Send cover letter, resume, and writing sample (1-2 pages) to Maggie Soffel, City Planner, at msoffel@planning.nyc.gov and cc: dcrecruit@planning.nyc.gov. Applicants must specify in their cover letter which internship they are applying for. 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.