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 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. 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 Strategic Planning Division is responsible for the coordination of the Department’s strategic planning initiatives and policies. The division plays a central role in the Department’s work program under Housing New York, the Mayor’s 10-year housing strategy. Under supervision of the Senior Program Manager for Housing Plan Implementation, with latitude for the exercise of independent judgment, the Housing Intern will:

INTERNSHIP RESPONSIBILITIES
- Support the coordination of a set of neighborhood community development initiatives and citywide housing initiatives;
- Contribute to policy development through short term best practices, policy research projects in support of these initiatives;
- Assist in interagency coordination on DCP neighborhood initiatives and other City planning initiatives;
- Support the creation and organization of graphic and written materials for presentation to a range of public and civic audiences; and
- Perform related tasks.

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.
- Experience conducting studies, writing reports, preparing and conducting presentations to a variety of audiences;
• Extensive knowledge of planning and community development issues in New York City;
• Outstanding interpersonal skills, and an ability to work and build consensus in a complex, multi-disciplinary environment
• Strong written and verbal communication skills and proficiency in a range of computer application 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 tjordan@planning.nyc.gov 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.