

NYC Mayor's Office of Environmental Remediation (OER) Fall 2013 Geology/ Environmental Engineering Internships

About OER

The NYC Mayor's Office of Environmental Remediation (OER) implements the brownfield cleanup and redevelopment initiatives identified in PlaNYC: New York City's comprehensive sustainability strategy for a growing population. The NYC Voluntary Cleanup Program (NYC VCP), the nation's first municipally-run cleanup program, began enrolling projects in January 2011, addressing issues of contaminated soil, groundwater, and soil vapor. The program offers cleanup oversight and liability protection to property owners and developers of sites with light to moderate levels of contamination. OER also administers the Brownfield Incentive Grant (BIG) program, which provides funding for the investigation and cleanup of brownfield sites and for technical assistance grants to community-based organizations conducting planning in areas that have multiple brownfields. Additional OER programs and initiatives include the NYC E-Designation Review Program for Hazardous Materials, Air Quality, and Noise; brownfield educational workshops; the NYC Clean Soil Bank; and community outreach activities. To learn more about PlaNYC, NYC VCP, or any of OER's other programs, please visit www.nyc.gov/oer.

Internship Description

Interns work closely with technical staff to advance OER initiatives and technical projects. The office environment is dynamic and flexible. Interns interact with environmental consultants, community organizations, real estate professionals, attorneys, and government agency staff. They get involved with project work as well as special initiatives in the office. Examples of intern responsibilities include:

- Assist with technical reviews and project documentation
- Assist in updating OER's website
- Outreach, planning, and support for brownfield workshops, events, and educational initiatives
- Work with the [NYC Brownfield Partnership](#) and its community benefit programs
- Provide feedback on brownfield web applications
- Draft OER newsletter articles and educational materials
- Update information on community brownfield initiatives
- Assist with OER's sustainability initiatives (e.g. resiliency audits, clean soil bank, green infrastructure, etc.)
- Research regulatory guidance and funding sources
- Manage OER correspondence, including e-mails and 311 information
- Assist in research/reviews of historical OER remediation projects
- Support development of OER social media strategy
- Use OER's [SPEED](#) mapping and search tool to make maps and analyze the locations of vacant properties

Qualifications

- Demonstrated college coursework or work experience in one or more of the following fields: environmental (or brownfield) investigation/remediation, geology, hydrogeology, civil engineering, environmental engineering, chemical engineering; engineering, environmental science, chemistry, environmental policy, environmental planning, environmental health, economics, real estate, or urban studies;
- Demonstrated analytical, time management, and leadership skills;
- Excellent written and verbal communication skills and the ability to work independently;
- Proficiency with MS Office programs (Word, Excel, Power Point, Outlook) (required);
- Experience with MS Access; HTML; Adobe Acrobat, Photoshop, and Illustrator; and/or open source mapping applications (e.g. Google Earth) (preferred).

Hours and Compensation

- Internship positions in the Mayor's Office are unpaid.
- Hours flexible depending on student schedules (minimum 15 hours)

To apply

Please submit a resume and introductory email describing your interest in the position, relevant coursework, and availability to brownfields@cityhall.nyc.gov. Be sure to highlight aspects of your experience that are relevant to this position, and explain why you are interested in brownfields and interning with OER. Applicants are encouraged to apply as soon as possible and before 16 September 2013.