

NYC Mayor's Office of Environmental Remediation (OER) – Fall and Spring 2014-15 Internships

About OER

The NYC Mayor's Office of Environmental Remediation (OER) designs and implements the City's brownfield cleanup and redevelopment initiatives. The NYC Voluntary Cleanup Program (NYC VCP), the nation's first municipally-run cleanup program, began accepting applicants in January 2011. The NYC VCP offers remedial oversight and liability protection to property owners and developers of sites with light to moderate levels of contamination. OER also supports Community Vacant Land Planning Areas and administers the Brownfield Incentive Grant (BIG) program, which provides funding for the investigation and cleanup of brownfield sites as well as grants to community-based organizations conducting planning around brownfields. Additional OER programs and initiatives include the NYC E-Designation Review Program for hazardous materials, air quality, and noise; the Clean Soil Bank; brownfield educational workshops; and community outreach activities. To learn more about OER, please visit www.nyc.gov/oer.

Internship Description

Interns work closely with OER technical staff to advance OER initiatives and projects. The office environment is dynamic and flexible. Examples of intern responsibilities include:

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

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;
- Interest in economic development, real estate, urban planning, and government preferred;
- 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, PowerPoint, Outlook) (required);
- Experience with MS Access; HTML; Adobe Acrobat, Photoshop, and Illustrator; and/or GIS software 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 (more hours preferred; minimum 3 days for summer)

To apply

Please submit a resume and introductory email/cover letter 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 immediately for the fall and by 3 November for the spring.