

## **NYC Mayor's Office of Environmental Remediation (OER) – Summer 2013 Event Planning Internship**

### About OER

The NYC Mayor's Office of Environmental Remediation (OER) implements the brownfield cleanup and redevelopment initiatives identified in PlaNYC: NYC's comprehensive sustainability strategy for a greener, greater New York. The NYC Brownfield Cleanup Program (NYC BCP), the nation's first municipally-run cleanup program, began accepting applicants in January 2011. The NYC BCP 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 through NYC as well as providing technical assistance grants to community based organizations conducting planning around brownfields. Additional OER's programs and initiatives include the NYC E-Designation Review Program for Hazardous Materials, Air Quality, and Noise; brownfield educational workshops; and community outreach activities. To learn more about PlaNYC, NYC BCP or any of OER's other programs, please visit [www.nyc.gov/oer](http://www.nyc.gov/oer).

### Internship Description

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

Under supervision, the Events Intern will take on the project of preparing for and producing 2-3 events for the office – such as a community brownfield forum, an educational conference for the industry, or a training session. OER has hosted several of these events in the past, and we have records and templates we have used to produce them. OER is also assisting in the production of Citywide brownfield awards ceremonies and regional sustainability conferences. The intern will be involved in all aspects of the events - designing publicity announcements, venue arrangements, content development, communication with speakers and sponsors, budget management, programs, registration, documentation, etc.

Students will have the opportunity to:

- produce events for the Mayor's Office
- assist with the production of award ceremonies and regional conferences
- contribute ideas to improve events' presentation and effectiveness
- develop and hone event management skills
- gain project experience
- make contacts among professionals in City government, the environmental field, community organizations, and the real estate industry
- get references and recommendations, if appropriate

### Qualifications

- Demonstrated college coursework or work experience in one or more of the following fields: environmental (or brownfield) investigation/remediation; geology; hydrogeology; civil, environmental, or chemical engineering; environmental policy; environmental planning; environmental science; environmental health; economics; real estate; urban studies; or chemistry;
- Demonstrated analytical, time management, and leadership skills;
- Excellent written and verbal communication skills and the ability to work independently;
- Proficiency with MS Office programs and Adobe Acrobat, Photoshop, and Illustrator

### Hours and Compensation

- Internship positions in the Mayor's Office are unpaid.
- Hours flexible depending on student schedules (minimum 2 days)

### To apply

Please submit a resume and introductory email describing your interest in the position, relevant coursework, and availability to [brownfields@cityhall.nyc.gov](mailto: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 by 1 April 2013.