

NYC Mayor's Office of Environmental Remediation (OER) – Summer 2013 Internships

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 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.

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:

- Assist with technical reviews and project documentation
- Assist in updating OER's website
- Outreach, planning, and support for brownfield workshops, events, and educational initiatives
- Support development of OER 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. phytoremediation, green infrastructure, etc.)
- Research regulatory guidance and funding sources
- Maintain OER correspondence, including e-mails and 311 information
- Assist in research/reviews of historical OER remediation projects
- 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;
- 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 GIS software (preferred).

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. 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 25 March 2013.