

**NEW YORK CITY  
MAYOR'S OFFICE OF LONG-TERM PLANNING AND SUSTAINABILITY**

**Organization Description:**

The New York City Mayor's Office of Long-Term Planning and Sustainability is responsible for the implementation of the initiatives outlined in PlaNYC, the City's comprehensive sustainability plan. PlaNYC's goals include: improving the quality of the city's air and water, creating more affordable housing, providing better access to open space, increasing transit capacity, cleaning up the city's contaminated land, improving and maintaining the city transportation network, reducing solid waste, upgrading the city's energy infrastructure, increasing the city's climate resilience, and reducing greenhouse gas emissions.

To learn more about PlaNYC and the City's sustainability initiatives, please visit: [www.nyc.gov/planyc](http://www.nyc.gov/planyc).

**Position 1: The Greener, Greater Building Plan Internship is available from September 2014 – December 2014**

**Project Description**

In 2009, the City of New York (City) enacted a comprehensive effort, called the Greener, Greater Buildings Plan (GGBP), which targets energy efficiency in large existing buildings. The City's signature effort in energy efficiency is an internationally recognized, industry-transforming policy. GGBP is designed to ensure that information about energy is provided to decision-makers and that the most cost-effective energy efficiency measures are pursued. To learn more, please visit: [www.nyc.gov/ggbbp](http://www.nyc.gov/ggbbp). This internship will focus on one of the four legislative components of GGBP: Local Law 87 – Audits and Retro-commissioning (LL87), and focus on the management of LL87 data. Responsibilities include: extract meaningful data from PDFs into Excel, and organize large amounts of data; set a sustainable framework and methodology for future data collection and analysis; conduct preliminary data analytics to understand data set; develop strong understanding of American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Level 2 energy audits; and link together LL87 data with other data sets for further analysis.

The intern will work within the OLTPS Green Buildings and Energy Efficiency team under supervision of the Deputy Director for Green Buildings and Energy Efficiency and a policy advisor, and work closely with the City's LL87 sustainability enforcement team.

**Qualifications:**

Eligible candidates must have a bachelor's degree by the start of the internship. Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: environmental policy, environmental science, economics, finance, public policy and/or administration, urban studies or urban planning, political science, energy policy, data analysis, urban science and informatics, and/or engineering. Applicants must have overall ability to conduct analytical work with significant attention to detail. This includes moderate to advanced knowledge in Microsoft Office (pivot tables, data arrays, ThinkCell, macros, etc.) and strong writing skills.

An ideal candidate will have a strong interest in building energy efficiency and data application to influence policy. The candidate is highly encouraged to review basics in energy auditing, retro-commissioning, energy and water benchmarking, LL87 requirements, and ENERGY STAR Portfolio Manager (<http://www.energystar.gov/benchmark>). The candidate should review LL87 input forms ([www.nyc.gov/html?gbee/html/plan/ll87\\_eer.shtml](http://www.nyc.gov/html?gbee/html/plan/ll87_eer.shtml)). A background in IT, tech development, coding, and/or mechanical and base building systems is a plus.

The internship is unpaid, part time up to 20 hours a week - Monday through Friday.

**To apply:**

Please submit to [slee1@cityhall.nyc.gov](mailto:slee1@cityhall.nyc.gov) the following:

- The subject line "GGBP Internship Application – Full name"
- A one page cover letter highlighting aspects of your experience that are relevant for this position, including volunteer service, and explain why you are interested in working with our office
- A one page resume

**Deadline:**

Applications will be accepted until the position is filled preferred by August 15<sup>th</sup>, 2014. The City of New York is an Equal Opportunity Employer.