

**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 4: GreeNYC Internship is available from September 2014 – December 2014**

**Project Description:**

The New York City Mayor's Office of Long-Term Planning and Sustainability is seeking qualified individuals to assist with brief independent research projects with the aim of adding to GreeNYC's body of knowledge concerning the environmental impact of consumer products and behaviors. Assist with response management to GreeNYC's communication streams. Provide overall support and management of day-to-day GreeNYC activities. Research and support in the development and execution of GreeNYC's social media strategy including event coordination and production. Assist in the development of presentation materials for potential campaign sponsors and public events. Develop copy, proofread, and assist with production of media materials.

**Qualifications:**

GreeNYC is seeking a summer Intern with the following preferred qualifications: Academic and/or professional experience in one or more of the following: marketing, social media, communications and/or journalism; Knowledge of environmental issues pertaining to energy efficiency, resource conservation, waste management and/or climate change; Ability to communicate well in the written and spoken word; Ability to identify, collect, organize and analyze quantitative and qualitative data and summarize in accessible terms; Ability to work independently, self-start and have a strong desire to learn.

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

**To apply:**

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

- The subject line "GreeNYC 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.