

**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.

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/ggbp. 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). 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 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 15th, 2014. The City of New York is an Equal Opportunity Employer.

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Position 2 & 3: Resiliency 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 a qualified individual to assist with the implementation of many of the initiatives laid out in the City's resiliency plan, *A Stronger, More Resilient New York*. The plan, which contains 257 initiatives and 59 near-term milestones, contains actionable recommendations both for rebuilding the communities impacted by Sandy and increasing the resilience of infrastructure and buildings citywide.

Roles and Responsibilities:

Working with a Program Manager, the intern will assist with all aspects of the implementation of resiliency initiatives, the development of resiliency metrics and the implementation of an effective tracking system to assist agencies in progress reporting. Responsibilities include data acquisition from a variety of sources, management of data, working with agencies to facilitate tracking strategies, drafting material for the program, and other related tasks. The intern may also be asked to assist with other resiliency projects, as needed. Projects will be determined based on the intern's skill set, but would primarily focus on the near-term milestones and initiatives identified in the report.

Qualifications:

Applicants must have a proven record demonstrating management, analytical, and writing skills. Compelling examples of these skills could include managing complex projects; analytical work balancing bold ideas with attention to detail; background with program marketing; and event management. Proven written, verbal, and presentation communication skills are critical, as is significant Excel experience. A background in resiliency or climate policy is not required, but the successful applicant will have superior quantitative skills and an understanding of the relationship between the management of metrics, resiliency planning, and accountability in urban environments.

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

To apply:

Please submit to jmusso@cityhall.nyc.gov the following:

- The subject line "Resiliency 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:

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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 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:

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Position 5: The flood insurance policy development support from September 2014 – December 2014

Background:

When Sandy hit thousands of homes and businesses inundated by the storm did not have adequate flood coverage. For some property owners, they didn't know they needed a separate policy for flood insurance from their homeowners insurance; for others, they chose not to insure against flood risk; for another subset, they did not know they were at risk in the first place. In addition to insufficient flood insurance coverage, Sandy highlighted the detrimental impact of reforms to FEMA's National Flood Insurance Program (NFIP), enacted by the Biggert-Waters Flood Insurance Reform Act of 2012 (BW-12). BW-12 required changes to the NFIP that eliminated certain subsidies, resulting in significant rate increases. While the Homeowner Flood Insurance Affordability Act of 2013 (HFIAA) will mitigate some of the immediate impacts of BW-12, owners will still face lower property values as potential buyers take into account insurance costs; homeowners will also see annual increases between 15 and 18 percent as all policies move toward paying FEMA's newly assessed higher rates.

In December 2013, FEMA released Preliminary Flood Insurance Rate Maps (FIRMs) for New York City. While these maps likely won't be finalized until 2016, the Preliminary FIRMs show an expanded floodplain that nearly doubles the number of impacted structures from 36,000 to 68,000. Homes with federally-backed mortgages will be required to purchase flood insurance when the FIRMs are officially adopted. To assess the impact of these changes on NYC, ORR is managing two studies assessing the affordability impact of increased flood insurance premiums on multifamily and 1-4 family homes as well as developing a consumer education campaign so that homeowners understand their risks and adequately protect their property against damage.

Position Description:

The New York City Mayor's Office of Recovery and Resiliency seeks an intern to support both of the insurance affordability studies as well as efforts to improve communication on the topic of flood risk and flood insurance across city agencies as well among affected New Yorkers. Internship responsibilities may include, but are not limited to:

- Data compilation coordination, analysis and support
- Communication support across key agencies, including the Housing Recovery Office, Department of Housing Preservation and Development, and Department of City Planning
- Education and outreach via community events, key stakeholder meetings, online case studies, and social media

Qualifications:

Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: public policy and/or administration, urban studies or urban planning, political science, environmental policy, environmental science, and/or financial policy. Some understanding of the insurance market is helpful, but not required. Current or recent graduate students are strongly preferred.

Applicants must have a proven record demonstrating management, analytical, leadership, and communication skills. Compelling examples of these skills include managing complex projects; successfully gaining the support of independent stakeholders; conducting and presenting analytical work with significant attention to detail; and/or demonstrating leadership in the applicant's current field of work. Proven written, verbal, and presentation communication skills are critical. Proficiency in PowerPoint, Excel, flexibility, pro-activeness, and organization skills are required.

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

To Apply:

Please submit to planyc@cityhall.nyc.gov the following:

- The subject line "Flood Insurance 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:

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