

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 NYC Carbon Challenge Internship is available from June 2014 – August 2014.

Project description:

The City launched the NYC Carbon Challenge as a voluntary program for universities and hospitals to match City government's own goal to reduce emissions by 30% in ten years. In 2007, 17 universities signed on to create GHG emissions inventories and climate action plans to achieve these reductions. 11 hospital systems joined the NYC Carbon Challenge in 2009, and in 2013, 12 global companies and 13 residential property management firms also joined. If all participants achieve their carbon reduction goals, the program is projected to reduce citywide emissions by nearly 2%. Since the program's launch, six participants have met the 30% reduction goal and most are well underway to achieving their targets. For more info, visit www.nyc.gov/carbonchallenges.

Position description:

The New York City Mayor's Office of Long-Term Planning and Sustainability seeks an intern to manage the NYC Carbon Challenge for universities and hospitals and support the NYC Carbon Challenge Coordinator on other tasks. Internship responsibilities may include, but are not limited to:

- General management, communication, and outreach for the NYC Carbon Challenge to universities and hospitals
- Technical assistance to university and hospital participants to support their carbon reduction efforts
- Development of simple reporting and tracking tools
- Data compilation and analysis of participants' progress
- Marketing and promotion through press events, online case studies, and social media outreach

Qualifications:

Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: environmental policy, environmental science, public policy and/or administration, urban studies or urban planning, political science, energy policy, and/or engineering. 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 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 Excel, flexibility, proactiveness, and organization skills are required.

The internship is unpaid, full-time, with working hours between 9AM to 5PM, Monday through Friday.

To apply:

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

- The subject line "NYC Carbon Challenge 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, preferably by May 16th 2014. The City of New York is an Equal Opportunity Employer.

Position 2: The Greener, Greater Building Plan Internship is available from June 2014 – August 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 two of the four legislative components of GGBP: Local Law 84 – Benchmarking (LL84), and Local Law 87 – Audits and Retro-commissioning (LL87). Specifically, the internship position will entail:

- LL84: Analyze and manage LL84 data, advise on academic journal topics, coordinate with academic journal partners.
- LL87: Assist with management of the LL87 data that the City will receive for the first time. 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. Link together LL84 and LL87 data 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 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.), Python, and similar software programs; 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 strongly encouraged to review basics in energy auditing, retro-commissioning, energy and water benchmarking, LL84 and LL87 requirements, and ENERGY STAR Portfolio Manager (<http://www.energystar.gov/benchmark>). The candidate should review New York City's second private sector benchmarking report (www.nyc.gov/ll84data), and 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, full-time, with working hours between 9AM to 5PM, 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, preferably by May 16th 2014. The City of New York is an Equal Opportunity Employer.

Position 3 & 4: Resiliency Internship is available from June 2014 – August 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, full-time, with working hours between 9AM to 5PM, 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:

Applications will be accepted until the position is filled, preferably by May 16th 2014. The City of New York is an Equal Opportunity Employer.

Position 5: GreeNYC Internship is available from June 2014 – August 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, full-time, with working hours between 9AM to 5PM, 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:

Applications will be accepted until the position is filled, preferably by May 16th 2014. The City of New York is an Equal Opportunity Employer.

Position 6: Graphic Design and Communications Internship is available from June 2014 – August 2014

Position Description:

The New York City Mayor's Office of Long-Term Planning and Sustainability is seeking qualified individuals to assist with the graphical production (Reports, Pamphlets, Brochures and Maps) that support our respective initiatives outlined in the City's comprehensive sustainability plan, PlaNYC. These goals include improving the quality of the city's air and water, creating more affordable housing, providing better access to recreation space, increasing transit capacity, ensuring reliability of the water supply, cleaning up the city's contaminated land, improving and maintaining the city transportation network, upgrading the city's energy infrastructure, and reducing greenhouse gas emissions. To review PlaNYC visit www.nyc.gov/planyc2030. Implementing PlaNYC's initiatives is essential for New York to achieve its growth and environmental potential and the graphical component is essential in helping us do this. The Mayor's Office of Long-Term Planning and Sustainability is seeking a Graphic Designer to assist in the execution of numerous reports and special graphical projects in support of PlaNYC and the City's sustainability goals, including the Mayor's Carbon Challenge Y2 Progress Report, production of the 2014 PlaNYC Progress Report as well as assisting in the strategic planning process to update PlaNYC for 2015, the production of the Food Waste Challenge Report, drafting design concepts, and assisting with the graphical component of office wide presentations and case studies.

Responsibilities:

Under supervision, the OLTPS Graphic Designer will perform the following functions: Manage digital workflow of all creative files and ensure accuracy of files from inception to pre-press and release; Image compositing and retouching; Develop concepts and create multiple design options for review by the development team; Use Adobe Creative Suite to create production-ready reports; Create layouts for case studies and future reports; Work with existing collateral to improve upon design/composition and prepare for production; Use ArcGIS for spatial analysis of cities critical facilities; Assist on all special projects that contain a graphical component; Assist outside graphic design teams on direct internal request.

Qualifications:

- Education: Advertising, Marketing, Graphic Design, or Computer Graphics
- Intermediate to advanced-level skills in the following: Adobe Creative Suite (InDesign, Photoshop, Illustrator, Acrobat) and ArcGIS
- Advanced PowerPoint and Keynote presentation skills
- Must be detail-oriented, work efficiently, and have a passion for process and production methodologies
- Ability to communicate well; able to take verbal direction and follow instructions
- Ability to work independently and as a team player in a collaborative environment
- Good design sense and ability to follow established creative styles
- Excel at managing multiple projects simultaneously and adapt to changing priorities; grace under pressure
- Cross-platform sensibilities

Graphic Designers are required to have a bachelor's degree with relevant academic experience. A background in environmental policy is not required, but the successful applicant will likely have one of the following: an understanding of large data sets; familiarity and/or competency in Microsoft excel, as well as possession of a strong data visualization skillset. Ability to think analytically as well as creatively is essential.

The internship is unpaid, full-time, with working hours between 9AM to 5PM, Monday through Friday.

To apply:

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

- The subject line "Graphic Design and Communication 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, preferably by May 16th 2014. The City of New York is an Equal Opportunity Employer.

Position 7: Energy and Greenhouse Gas Inventory Internship is available from June 2014 – August 2014

Position Description:

The New York City Mayor's Office of Long-Term Planning and Sustainability is seeking a qualified individual to assist with the completion of the City's annual update to its comprehensive greenhouse gas inventory. The City's first greenhouse gas inventory was completed in April 2007 prior to the release of PlaNYC, the City's comprehensive sustainability plan, and was used as the benchmark from which the City's 30% reduction in greenhouse gas emissions is based. To track progress made toward achieving this reduction target the City completes regular annual updates to its greenhouse gas inventory of emissions from both City government facilities and operations and the city as a whole. Working with a Senior Policy Advisor, the intern will assist with all aspects of completion of the 2013 annual update to the city's greenhouse gas inventory. Responsibilities include data acquisition from a variety of sources, management of large, complex datasets, analysis of greenhouse gas emission mitigation measures, development of New York City specific emissions coefficients, drafting a final inventory report, and other

Roles and Responsibilities:

Working with a Program Manager, the intern will assist with all aspects of the implementation of energy initiatives, the development of metrics and the publishing of the Green House Gas Inventory. 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 energy projects, as needed. Projects will be determined based on the intern's skill set.

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, full-time, with working hours between 9AM to 5PM, Monday through Friday.

To apply:

Please submit to jkhan1@cityhall.nyc.gov with the following:

- The subject line "Energy and Greenhouse Gas Inventory 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, preferably by May 16th 2014. The City of New York is an Equal Opportunity Employer.