

**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 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](http://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](mailto: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 16<sup>th</sup> 2014. The City of New York is an Equal Opportunity Employer.