

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.