

## **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](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, preferably by May 16<sup>th</sup> 2014. The City of New York is an Equal Opportunity Employer.