

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