

# NEW YORK CITY

## MAYOR'S OFFICE OF SUSTAINABILITY

**The Greenhouse Gas Inventory Internship is available during June through August 2015.**

### Organization Description

The New York City Mayor's Office of Sustainability (MOS) is responsible for developing and implementing citywide sustainability initiatives outlined in OneNYC and coordinating efforts to reduce citywide greenhouse gas emissions by 80% below 2005 levels by 2050. For more information visit: [www.nyc.gov/sustainability](http://www.nyc.gov/sustainability)

### Position Description

MOS 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, and is used as the benchmark from which the City's 80% 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 2014 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 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 significant Excel experience; proven written and verbal communications skills, and experience in giving presentations. 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 and accountability in urban environments.

The internship is unpaid, full-time, with working hours between 9AM to 5PM, Monday through Friday. The position is expected to start in early June through the end of August.

### To apply

Please submit to [slee1@cityhall.nyc.gov](mailto:slee1@cityhall.nyc.gov) with the following:

- The subject line "GHG Inventory Internship Application – *Full name*"
- A one page cover letter highlighting aspects of your experience that are relevant for this position, 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. The City of New York is an Equal Opportunity Employer.