

NEW YORK CITY

MAYOR'S OFFICE OF SUSTAINABILITY

The NYC Carbon Challenge Internship is available from June through September 2015.

Organization description:

The New York City Mayor's Office of Sustainability is responsible for developing and implementing sustainability initiatives targeted at reducing citywide greenhouse gas emissions by 80% by 2050 from 2005 levels. The Office's goals include: improving the quality of the city's air and water, providing better access to open space, increasing transit capacity, cleaning up the city's contaminated land, improving and maintaining the city transportation network, upgrading the city's energy infrastructure, and improving the energy efficiency of our building stock.

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 Carbon Challenge in 2009, and in 2013, 12 global companies and 18 residential property management firms also joined. 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.

Position description:

The New York City Mayor's Office of Sustainability seeks an intern to support the NYC Carbon Challenge Coordinator on a series of tasks. Internship responsibilities may include, but are not limited to:

- Assistance in the update to the Climate Action Plan toolkit and template for university, hospital, commercial office participants and the creation of a Climate Action Plan toolkit and template for multifamily building participants
- Planning and coordination of quarterly university, hospital, commercial office, and multifamily buildings partner meetings
- Technical assistance to university and hospital participants to support their carbon reduction efforts
- 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.

Expected working hours are full-time (35 hours per week).

To apply:

Please submit to plove@cityhall.nyc.gov the following:

- The subject line "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. The City of New York is an Equal Opportunity Employer.