

# NEW YORK CITY

## MAYOR'S OFFICE OF LONG-TERM PLANNING AND SUSTAINABILITY

The Energy Efficiency Data Internship(s) is/are available during January through May 2015.

### Organization Description

The New York City Mayor's Office of Long-Term Planning and Sustainability (OLTPS) is responsible for developing and implementing citywide sustainability initiatives outlined in *PlaNYC* and coordinating efforts to reduce citywide greenhouse gas emissions by 80% below 2005 levels by 2050. OLTPS's goals include: improving the quality of the city's air and water, creating more affordable housing, 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 energy efficiency in buildings. For more information visit:

[www.nyc.gov/sustainability](http://www.nyc.gov/sustainability)

### Project Description

In 2009, the City of New York (City) enacted a comprehensive effort, called the Greener, Greater Buildings Plan (GGBP), which targets energy efficiency in large existing buildings. The City's signature effort in energy efficiency is an internationally recognized, industry-transforming policy. GGBP is designed to ensure that information about energy is provided to decision-makers and that the most cost-effective energy efficiency measures are pursued. To learn more, please visit: [www.nyc.gov/ggbp](http://www.nyc.gov/ggbp). This internship will focus on two of the four legislative components of GGBP: Local Law 84 – Benchmarking (LL84), and Local Law 87 – Audits and Retro-commissioning (LL87). Specifically, one or two internship positions will entail:

#### LL84

- Develop a standardized methodology and guidance document for a comprehensive data cleaning process that the City and external researchers can use for analysis
- Create a data set with Borough, Block, and Lot numbers (BBLs) matched from 2011-2013, with a template to add data for future years
- Facilitate implementation of U.S. Department of Energy data projects with City agencies
- Facilitate projects with OLTPS and the Mayor's Office of Data Analytics

#### LL87

- Transcribe audit reports from PDF to Excel formats
- Organize and aggregate 2014 audit and retro-commissioning data reports
- Develop a data organization system to compile data sets from multiple years
- Identify opportunities for efficiency in the current data organization process
- Act as a liaison between OLTPS and researchers, including CUSP, on 2013 data analysis

### Qualifications

Eligible candidates must have a bachelor's degree by the start of the internship. Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: environmental policy, environmental science, economics, finance, public policy and/or administration, urban studies or urban planning, political science, energy policy, data analysis, urban science and informatics, and/or engineering. Applicants must have overall ability to conduct analytical work with significant attention to detail. This includes moderate to advanced knowledge in Microsoft Office (pivot tables, data arrays, ThinkCell, macros, etc.); similar software programs; and strong writing skills.

An ideal candidate will have a strong interest in building energy efficiency, sustainability, and using data to influence policy. The candidate is strongly encouraged to review basics in energy auditing, retro-commissioning, energy and water benchmarking, LL84 and LL87 requirements, and ENERGY STAR Portfolio Manager (<http://www.energystar.gov/benchmark>). The candidate should review New York City's second private sector benchmarking report ([www.nyc.gov/ll84data](http://www.nyc.gov/ll84data)), and LL87 input form ([www.nyc.gov/html/gbee/html/plan/ll87\\_eer.sthtml](http://www.nyc.gov/html/gbee/html/plan/ll87_eer.sthtml)). A background in IT, tech development, coding, and/or mechanical and base building systems is a plus.

The intern(s) will work within the OLTPS Green Buildings and Energy Efficiency team under supervision of the Research and Policy Development Policy Advisor and guidance from the Deputy Director for Green Buildings and Energy Efficiency. The internship is unpaid and part-time, with 12-15 working hours within 9AM to 5PM, Monday through Friday. The intern(s) will start at her/his/their earliest availability in January 2015, and end in May 2015.

**To Apply:**

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

- The subject line "Energy Efficiency Data 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.