

NEW YORK CITY

MAYOR'S OFFICE OF LONG-TERM PLANNING AND SUSTAINABILITY

The NYC Carbon Challenge Internship is available from 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

Project Description:

The City launched the NYC Carbon Challenge as a voluntary program for the private and institutional sectors to achieve significant GHG reductions from their buildings. Since 2007, 17 universities, 11 hospital organizations, 12 global companies, and 18 residential property management signed on to reduce their GHG emissions per square foot by 30% or more in just ten years. 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

In September 2014, Mayor Bill de Blasio released *One City: Built to Last – Transforming New York City's Buildings for a Low-Carbon Future*, a ten-year plan to improve the energy efficiency of New York City's buildings, which includes a major expansion of the NYC Carbon Challenge. This expansion will include encouraging existing participants to undertake deeper carbon reduction goals, increasing participation in the commercial and multifamily sectors, and expanding the program to new sectors. For more info, visit www.nyc.gov/builttolast

Position Description:

Internship responsibilities may include, but are not limited to:

- Assist in the development of content for a handbook (using Adobe InDesign) for universities and hospitals that highlights best management practices of participants
- Plan and coordinate quarterly Carbon Challenge partner meetings
- Provide technical assistance to Carbon Challenge participants to support their carbon reduction efforts
- Compile and analyze data to track participants' progress

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, 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, InDesign, flexibility, proactiveness, and organization skills are required.

The intern will work within the Buildings and Energy Efficiency team within the NYC Mayor's Office, under supervision of the NYC Carbon Challenge Coordinator and guidance from the Deputy Director for 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 will start at her/his earliest availability in January 2015, and end in May 2015.

To Apply:

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

- The subject line "MCC 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.