

NEW YORK CITY

MAYOR'S OFFICE OF RECOVERY AND RESILIENCY

The Planning and Project Management Internship is available during January through May 2015.

Organization Description:

In March 2014, Mayor Bill de Blasio announced the establishment of the Mayor's Office of Recovery and Resiliency (ORR). ORR leads the City's efforts to increase the City's resiliency by implementing recommendations laid out in *A Stronger, More Resilient New York*. The plan builds on the foundation of public collaboration and rigorous analysis set forth by *PlaNYC*, New York City's sustainability plan. ORR's mission is to guide the City in strengthening coastal defenses, upgrading buildings, protecting infrastructure and critical services, and making homes, businesses, and neighborhoods safer and more vibrant. To learn more about the City's resiliency initiatives, please visit: www.nyc.gov/resiliency

Project Description:

The Planning and Project Management team works closely with City agencies to align priorities, and coordinates parallel planning efforts with New York State's NY Rising Community Reconstruction Program. The Planning and Project Management intern will assist with and support those efforts.

Position Description:

Internship responsibilities may include, but are not limited to:

- Support coordination and management of various planning projects, major economic development projects, and special initiatives as they relate to ORR's resiliency agenda
- Assist with the tracking and implementation of key projects
- Preparing agendas, minutes, briefs and executive summaries
- Perform field work as needed

Qualifications:

Eligible candidates must have a bachelor's degree by the start of the internship. An ideal candidate will have excellent time management; strategic and analytical thinking skills; strong written, presentation, interpersonal, and negotiation skills; be detail oriented, self-motivated, organized; and able to manage multiple projects and meet deadlines. Familiarity with project management and implementation, regulatory frameworks, and government structures is preferred but not required.

The intern will work within Mayor's Office of Recovery and Resiliency under the supervision of a Senior Policy Advisor. 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 "Planning and Project Management 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.