

NEW YORK CITY

MAYOR'S OFFICE OF LONG-TERM PLANNING AND SUSTAINABILITY

The PlaNYC 2015 and Clean Heat 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:

OLTPS and the Mayor's Office of Recovery and Resiliency (ORR) are working on the City's 2015 update to *PlaNYC*, the City's comprehensive sustainability and resiliency plan, expected to be released in late Spring 2015. The update involves detailed planning, extensive internal and external outreach, coordination with consultants and agency liaisons, drafting and editing the plan itself, and working closely with City Hall.

NYC Clean Heat seeks to improve air quality and save lives by eliminating heavy oil use and accelerating the adoption of the cleanest fuels. The program provides resources to building owners, managers, and residents, and works with organizations to help buildings make the switch. NYC Clean Heat is nearing a major deadline of all permitted buildings converting off of No. 6 heating fuel oil by June 30th, 2015. For more information visit: www.nyc.gov/cleanheat

Position Description:

Internship responsibilities may include, but are not limited to:

- Assist with all aspects of the *PlaNYC* update including research, writing and editing
- Help with layout and design of *PlaNYC* update with Adobe InDesign software
- Organize photos, photo credits, graphs, and other data points in the plan
- Assist Clean Heat program management, including preparation for meetings, assisting with outreach campaigns to buildings still burning No. 6 heating fuel oil, and coordination with external consultants

Qualifications:

Eligible candidates must have a bachelor's degree by the start of the internship. Knowledge of sustainability issues, strong writing and editing skills, and ability to work in InDesign are required.

The intern will work within the *PlaNYC* 2015 and Clean Heat teams under the supervision of two Senior Policy Advisors. The internship is unpaid and part-time, with 12-15 working hours within 9AM to 5PM, Monday through Friday. The intern will start at his/her earliest availability in January 2015, and end in May 2015.

To Apply:

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

- The subject line "*PlaNYC* 2015 and Clean Heat 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.