



# 2024 NYC Summer Internship Program Application Form

**Agency:** NYC Department of Citywide Administrative Services (DCAS)

**Division:** Office of the Executive Deputy Commissioner – Asset & Property Management

**Address 1:** 1 Centre Street, 17th Floor

**Address 2:** New York, NY 10007

**Contact:** *Samantha Vilella*

**Email:** [svillella@dcas.nyc.gov](mailto:svillella@dcas.nyc.gov)

**Phone:** 212-386-0667

## **Agency Description**

DCAS's mission is to make city government work for all New Yorkers. From managing New York City's most iconic courthouses and municipal buildings, to purchasing over \$1 billion annually in goods and services for more than 80 City agencies — what we do ensures that all agencies can deliver on their mission. Our reach touches every facet of city government and is instrumental to the successful day-to-day operations of the City of New York.

Our commitment to equity, effectiveness, and sustainability guides our work providing City agencies with the critical resources and support needed to succeed, including:

- Recruiting, hiring, and training City employees.
- Managing 55 public buildings.
- Acquiring, selling, and leasing City property.
- Purchasing over \$1 billion in goods and services for City agencies.
- Overseeing the greenest municipal vehicle fleet in the country.
- Leading the City's efforts to reduce carbon emissions from government operations.

When you work at DCAS, you're not just working for one agency, but in service of them all. It's an opportunity to provide impactful support, quality customer service, and help protect the future of New York City for generations to come. Visit our website at [nyc.gov/dcas](http://nyc.gov/dcas) to learn more about the work we do

## **Unit Description**

The Executive Deputy Commissioner (EDC) of Asset & Property Management oversees the Lines of Service for Real Estate Services, Facilities Management, and Construction & Technical Services. These three teams oversee the DCAS-managed real estate portfolio, including buildings leased on behalf of the city and the 55 DCAS-managed buildings.

**Position Title** Decarbonization Intern

## **Internship Responsibilities**

The Decarbonization Intern will respond directly to the Agency Chief Decarbonization Officer (ACDO), who reports to the Office of the EDC for Asset & Property Management.

The Decarbonization Intern will assist the ACDO in Local Law 97 Compliance – potential responsibilities may include:

- Helping to set up a tracker for decarbonization projects in the public buildings portfolio;
- Conducting best practices research for greening an aging building portfolio;
- Working with other members of the EDC team to track proposed legislation related to energy and sustainability;
- Assist the ACDO in drafting and finetuning policy and procedure documents for Local Law 97 documentation;
- Helps the ACDO in assessing decarbonization proposals as they come, with the opportunity for hands-on experience for an architectural or engineering student to work on complex energy projects.

## **Qualifications/Special Skills/Area of Study**

Preference for a student completing their master's studies in architecture, engineering, or environmental sustainability.

## **Application Process**

To apply:

Please email your cover letter and resume in (.doc or pdf format) to Samantha Villella at: [svillella@dcas.nyc.gov](mailto:svillella@dcas.nyc.gov).

Please write "**Summer Internship – EDC**" in the subject line.

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

You will be contacted if selected for an interview.

**Salary Range** \$21 per hour – Graduate Intern

Internship may be used to fulfill college credit requirement.

**Additional Information / Comments**

Internships are available between May and September for a maximum duration of thirteen (13) weeks.

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[nyc.gov/dcassip](http://nyc.gov/dcassip)