

# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Buildings

**Division:** Sustainability

**Address 1:** 280 Broadway New York, NY 10007

**Contact:** Department of Buildings

**Email:** Internships@buildings.nyc.gov

**Phone:** N/A

## **Agency Description**

At the NYC Department of Buildings, we are responsible for ensuring the safe and lawful use of buildings and properties by enforcing the NYC Construction Codes, Energy Code and Zoning Resolution. We facilitate compliant development with integrity, efficiency, and professionalism. As an agency, we are committed to remaining a premier municipal building organization, dedicated to enhancing the quality of life for all New Yorkers and making our city safer. As an employer, we are committed to improving our performance and developing procedures that are streamlined, understandable, and transparent.

## **Unit Description**

The Outreach & Assistance unit advances compliance with the Energy Code and local laws related to sustainable buildings. The primary responsibilities of the unit include:

- Disseminating information both internally and externally
- Responding to technical and administrative inquiries from the public and elected officials
- Developing and providing materials and training to the public and interested stakeholders
- Maintaining informational resources and platforms

## **Position Title**

Sustainability Outreach Intern

## **Internship Responsibilities**

The Sustainability Outreach & Assistance Intern will, under the direction and supervision of the Director, Sustainability Outreach & Assistance:

- Assist the mail return tracking and cataloguing

- Assist with owner address and email reviews/research
- Assist with outreach phone calls to building owners and managers
- Assist with Sustainability Bureau webpage review and updates
- Assist with digital folder organization
- Perform research of issues, as directed
- Draft topic pieces for review and collaboration
- Other related tasks

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

**Minimum Requirements:** Undergraduate interns must either be currently enrolled in a college or university or must have graduated within one year of the current program year.

- Demonstrated interest in one or more of the following areas:
  - Sustainability
  - Public Engagement
  - Environment
  - Environmental Policy
  - Architecture or Engineering
- Highly organized
- Adept at research
- Proficient in Excel and Word
- Comfortable calling or emailing building owners

### **Application Process**

JobsNYC <https://cityjobs.nyc.gov/>

Job ID#: 631696

**Salary Range** \$16.00-17.50

Internship may be used to fulfill college credit requirement.

### **Additional Information / Comments**

This internship position reports in- person and does not require New York City residency. If selected, candidates must provide transcript enrollment verification statement from their school attesting that they are enrolled in an accredited degree program. Internship assignments may start as early as May, must conclude by the first week in September, and must not exceed a maximum of 13 weeks.

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

