

# 2024 NYC Summer Internship Program Application Form

**Agency:** Department of Buildings

**Division:** Sustainability Policy and Legal Affairs

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

**Contact:** Department of Buildings

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## **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 Sustainability Policy and Legal Affairs unit assists the Sustainability Bureau in the development and implementation of policy initiatives, local laws, rules related to Local Law 97, the Energy Code, other sustainability legislation and issues. For attorneys and policy and data analysts in the unit, such support includes legal and policy research, policy development, drafting rules and legislation, writing policy and legal memoranda, determining processes to implement rules and legislation, data analysis, data modeling, financial analysis, negotiating settlements, representing DOB at OATH hearings, and compliance report review. The unit's work is integral to the implementation of Local 97 of 2019, which will help NYC achieve its greenhouse gas emissions reductions required by local and state law and committed to in the city's long-term sustainability plans.

## **Position Title**

Sustainability Policy Intern

## **Internship Responsibilities**

The intern will, under direction and supervision of the Director of Sustainability:

- Conduct policy research in support of Sustainability team initiatives
- Analyze federal, state, local, and international policy
- Draft and edit policy memos, external communications and educational materials, and responses to letters and other inquiries
- Assist in the development of building sustainability policy
- Work collaboratively with all members of the Sustainability team and with agency colleagues and partners
- Actively undertake and participate in special projects and assignments

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

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

- Pursuing a degree in
  - Law
  - Political Science
  - Public Policy
  - Sustainability
  - Earth Science
  - Environmental Science
  - Related field
- Excellent writing and critical thinking and analytical skills
- Ability to demonstrate initiative, resourcefulness, and the ability to work independently and as part of a team on multiple assignments with minimal supervision
- Interest in sustainability, climate change, and/or the New York City government and civil society landscape
- Proficiency in Microsoft Office programs

## **Application Process**

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

Job ID#: 631694

**Salary Range** \$16.93-24.73

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.

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