

2024 NYC Summer Internship Program Application Form

Agency: Department of Buildings

Division: Tenant Protection

Address 1: 11 Park Place, 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 Office of the Tenant Advocate was created under Local law 161 of 2017. As a public-facing unit, OTA has a public phone number and email and handles direct inquiries from tenants living in buildings under construction. OTA is legislatively mandated to:

1) monitor tenant protection plans to ensure compliance with section 28-120.1 of the administrative code; 2) intake comments, questions and complaints with respect to tenant protection plans; 3) communicate with tenants in occupied multiple dwellings that are undergoing construction to ensure that they are aware of their rights; 4) monitor sites with tenant protection plans to ensure compliance and make recommendations for a stop work order where appropriate; and, 5) identify at-risk buildings and investigate owner portfolios where tenant harassment has been reported.

Position Title Tenant Protection Intern

Internship Responsibilities

The Tenant Protection Intern will, under direction and supervision of the Executive Director, assist the OTA Tenant Liaisons and Data Analysts in carrying out their duties. Responsibilities include:

- Intake complaints/inquiries from members of the public
- Work with Tenant Liaisons to process those inquiries and refer for DOB inspection or to other city/state agency as appropriate.
- Research owner portfolios where a pattern of questionable work practices and/or deteriorated living conditions have been identified.
- Work with Data Analyst to conduct research to identify at-risk properties.
- Conduct other administrative tasks in support of OTA.

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:
 - Tenant's Rights
 - Public policy and government
 - Affordable housing
- Strong writing and effective communication skills
- Able to use a computer
- Attentive to detail
- Possesses strong analytical and problem solving skills

Application Process

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

Job ID #: 631708

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