

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Debbie Sheintoch

E-MAIL summerinterns@dny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, reuse, and waste prevention programs. The Bureau runs programs, conducts research, facilitates trainings and site visits; participates in public events; develops and deploys educational materials and social media campaigns to help residents, schools, agencies and institutions, and businesses sustainably manage their waste.

POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-009 - Sustainability - Partnerships Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Help develop social media campaigns to promote NYCHA and NYC Compost Project events; post partner events on various calendars. Organize monthly photo submissions based on content for use in social media campaigns.
- Help produce NYC Compost Project staffing Manual and update the NYC Compost Project style guide.
- Correspond with partner organizations and coordinate meetings, conference calls, site visits.
- Help organize promotional materials to promote the work of all partner organizations.
- Produce and circulate meeting minutes.
- Attend meetings and assist with a range of events as needed on behalf of the Partnerships Unit.
- Collate data on Monthly Reports and ready for analysis.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

- Candidate must be currently enrolled in an undergraduate program in an accredited college or university.
- Strong administrative and organizational skills
- Experience with a wide range of computer applications, particularly Excel and MS Word. GIS a plus.
- Comfort and ability to correspond and interface with the public

- Ability to prioritize work load and work independently
- Knowledge of composting and the NYC Housing Authority a plus.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-009-Sustainability - Partnerships Undergraduate Intern

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Kate Kitchener

E-MAIL summerinterns@dny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN- DSNY-010 - Sustainability - Outreach Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will perform outreach, field observations, participation surveys, and waste audits related to the organics collection pilot programs.

Duties will include one or more of the following:

- Perform public outreach about Organics Collection such as tabling, flyering, and engaging residents on the street
- Outreach to local convenience stores and hardware stores to carry proper recycling bags
- Observe curbside waste set-outs at buildings participating in organics collection
- Assist facilitation of focus groups and surveys of different stakeholders and participants in the organics collection program
- Collect waste samples at selected sites
- Record data on field collection sheets, take photos, as instructed by supervisor
- Transfer field data into MS Excel spreadsheets
- Create maps using GIS

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Candidates must be a student matriculated in an accredited college or a recent college graduate within the past six months.

Work may require lifting objects of 30 pounds or more, sorting through bags of waste, and some early morning or evening work.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-010-Sustainability - Outreach Undergraduate Intern

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Brett Mons

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-011 - Sustainability - Commercial Outreach Undergraduate Interns (5)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will perform site visits, outreach, and field observations related to commercial recycling and organics.

Duties will include one or more of the following:

- Perform public outreach about commercial recycling rules such as tabling, giving presentations, and engaging business owners at events
- Administrative work as needed
- Perform site visits at storefront businesses, office buildings, manufacturers, hotels and other businesses throughout all 5 boroughs of NYC
- Record data on filed collection sheets or in handheld devices and take photos
- Transfer field data into MS Excel spreadsheets and a program specific database.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

As of June 2016, prospective intern must be a student matriculated in a college or be a recent graduate (winter/Spring)

Work may require some early morning, evening, and weekend work.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-011-Sustainability - Commercial Outreach Undergraduate Interns (5)

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

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DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Eric Washington

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN- DSNY-012 - Sustainability - Finance and Administration Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of the Finance and Administration unit, the intern will perform support duties associated with BRS OTPS budget expenses, as well as, DSNY and BRS administrative policies and procedures.

Undergraduate

*Data Computation

*Data Input: Transferring data into MS Excel Spreadsheets

*Filing, Sorting, Copying, Scanning, Shredding

*Messengering Packets between DSNY offices

*Administrative work as needed

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

As of June 2016, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring).

Work may require lifting objects of 10 pounds or more, sorting through financial documents for archiving or recycling

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-012- Sustainability - Finance and Administration Undergraduate Intern

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AGENCY NAME

DEPARTMENT OF SANITATION

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DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Samantha MacBride

E-MAIL summerinterns@dsny.nyc.gov

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POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN- DSNY-013 - Sustainability - Research and Operations Undergraduate Interns (2)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will perform outreach, field observations, participation surveys, and waste audits related to BRS programs.

Duties will include one or more of the following:

Undergraduate:

- Perform public outreach such as tabling, flyering, and engaging residents on the street
- Outreach to local businesses
- Observe curbside waste set-outs.
- Assist facilitation of focus groups and surveys
- Collect waste samples at selected sites.
- Record data on field collection sheets, take photos, as instructed by supervisor.
- Transfer field data into MS Excel spreadsheets.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

As of June 2016, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring).

Work may require lifting objects of 30 pounds or more, sorting through bags of waste, getting fingerprinted by Department of Education and some early morning or evening work

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-013-Sustainability - Finance and Administration Undergraduate Intern

nyc.gov/dcassip

2016 NYC SUMMER INTERNSHIP PROGRAM

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DEPARTMENT OF SANITATION

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DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Marni Aaron

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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POSITION TITLE (Max characters 100)

DSNY-014 - Sustainability - Public Education - Administrative Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

1. Fulfillment
 - a. Learn about all recycling programs to be familiar with all pieces available to order by the public
 - b. Understand needs of residents in different housing stock to be able to process orders without waste.
 - c. Analyze data from fulfillment reports to assist in anticipating needs for reprinting and outreach
2. Inventory
 - a. Assist with archiving and reconciliation of archive files
 - b. Use Excel spreadsheets documenting the data
 - c. Categorize, organize and arrange items in a way conducive for department needs
3. NYC Zero Waste website/ social media
 - a. Analyze data from various social media channels and assist in creating a system to capture information in the future
 - b. Help to update web links to make sure users can find the relevant information on our new website
 - c. Research and edit our existing webpages
4. Assist with answering recycling related correspondence.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

1. Strong administrative, organizational, interpersonal, and writing skills.
2. Proficiency in use of leading word-processing, and spreadsheet applications, including MS Office Suite, Word and Excel, and PowerPoint.
3. Interest in sustainability and waste management.
4. As of June 2016, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year).

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-014-Sustainability - Public Education - Administrative Undergraduate Intern

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AGENCY NAME

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DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Marni Aaron

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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POSITION TITLE (Max characters 100)

DSNY-015 - Sustainability - Public Education - Creative Services Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

1. Learn about all recycling programs to be familiar with all pieces available to order by the public.
2. Assist with the content, design, layout, and production of a wide variety of printed pieces, web content, and promotional materials including digital media.
3. Handle organization of creative files on the local area network, as well as printed materials.
4. Use excel spreadsheets to organize information.
5. Attend events and facilitate management of character appearances.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

1. Strong administrative, organizational, interpersonal, and writing skills.
2. Proficiency in use of leading word-processing, spreadsheet, and database applications, including MS Office Suite, Word, Excel, and PowerPoint.

3. Proficiency in Adobe Creative Suite applications.
4. Interest in sustainability and waste management.
5. As of June 2016, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year).

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-015 - Sustainability - Public Education - Creative Services Undergraduate Intern

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Jennifer Kline

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN-DSNY-016 - Sustainability - Schools Unit Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff in the Schools Unit, the Intern will assist with Golden Apple Awards, our environmental contests for NYC schools. Responsibilities include:

- Act as a liaison with Sustainability Coordinators at the schools
- Process the schools' project entries
- Work with our judges panel from prestigious environmental agencies and organizations
- Schedule and process inspections of the schools' recycling programs
- Assist in streamlining contest process and developing new schools recognition program
- Coordinate prize distribution and award presentation ceremonies
- Write summaries of the winning projects to be posted on our website

The intern will be able to point to this webpage as the product of their internship.

Our webpage <http://www.nyc.gov/goldenapple> - especially prior year winners - provides background on this program.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

- As of June 2016, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring).
- Proficiency in use of leading word-processing, spreadsheet, and database applications, including MS Office Suite, Word, and PowerPoint
- Must have intermediate knowledge of Microsoft Excel, prior experience with Microsoft Access preferred
- Comfort and ability to correspond and interface with the public
- Strong administrative, organizational, and writing skills
- Ability to prioritize work load and work independently
- Interest in and prior experience in schools, organics recovery, recycling, and sustainability preferred

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$433.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-016 - Sustainability - Schools Unit Undergraduate Intern