

2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

DIVISION

(DSNY-003 -SUSTAINABILITY OUTREACH INTERN FOR APARTMENT PROGRAMS)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME KATE KITCHENER

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, composting, and waste prevention programs.

UNIT DESCRIPTION (Max characters 300)

The Bureau develops and distributes a wide range of promotional materials; conducts site visits; and participates in public events and social media to help schools, residents, and City agencies and institutions improve their recycling programs.

POSITION TITLE (Max characters 100)

(3) SUMMER COLLEGE INTERNS - (DSNY-003 -SUSTAINABILITY OUTREACH INTERN FOR APARTMENT PROGRAMS)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will work on recycling trainings, re-fashionNYC, e-cycleNYC, high-rise organics collection, and outreach events. Duties will include:

- Train NYC apartment building staff, management, and residents
- Attend and engage participants at outreach events
- Communicate effectively with diverse communities
- Perform site visit to buildings enrolling in Apartment Programs in all boroughs
- Recruit buildings for participation in Apartment Programs
- Administrative work as part of the enrollment process, including updating contacts, placing orders, record keeping, data entry, follow-up
- Assist in program development and troubleshoot common problems
- Collect, analyze, and write up results of work conducted over the course of the internship.

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

As of June 2015, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year).

May require some early morning or evening work (as early as 6am and as late as 8pm). Work may be required on some weekends.

Fluency in multiple languages a plus

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dsny.nyc.gov

SALARY RANGE

\$ 433.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks.
(DSNY-003 -SUSTAINABILITY OUTREACH INTERN FOR APARTMENT PROGRAMS)

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2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

DIVISION

(DSNY - 004- SUSTAINABILITY ANALYST INTERN FOR APARTMENT PROGRAMS)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME KATE KITCHENER

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, composting, and waste prevention programs.

UNIT DESCRIPTION (Max characters 300)

The Bureau develops and distributes a wide range of promotional materials; conducts site visits; and participates in public events and social media to help schools, residents, and City agencies and institutions improve their recycling programs.

POSITION TITLE (Max characters 100)

(2) SUMMER GRADUATE INTERNS - (DSNY - 004- SUSTAINABILITY ANALYST INTERN FOR APARTMENT PROGRAMS)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will work on recycling trainings, re-fashionNYC, e-cycleNYC, high-rise organics collection, and outreach events. Duties will include:

- Working with outreach staff training NYC apartment building staff, management and residents
- Compile large data sets into meaningful statistics for tracking
- Detailed data cleaning and organization
- Assist in program development
- Trainings and site visits as needed
- Administrative work as part of the enrollment process, including updating contacts, placing orders, record keeping, data entry, follow-up
- Collect, analyze, and write up results of work conducted over the course of the internship.

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

Candidate must be currently enrolled in a graduate program in an accredited college, university or law school.
Must have expert knowledge of Microsoft Excel, prior experience with Microsoft Access preferred.

APPLICATION PROCESS (Max characters 700)

intern2015@dsny.nyc.gov

SALARY RANGE

\$ 720.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks.
(DSNY - 004- SUSTAINABILITY ANALYST INTERN FOR APARTMENT PROGRAMS)

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2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

DIVISION

(DSNY-005-SUSTAINABILITY INTERN FOR COMMERCIAL RECYCLING)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME BRET MONS

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, composting, and waste prevention programs.

UNIT DESCRIPTION (Max characters 300)

The Bureau develops and distributes a wide range of promotional materials; conducts site visits; and participates in public events and social media to help schools, residents, and City agencies and institutions improve their recycling programs.

POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN - (DSNY-005-SUSTAINABILITY INTERN FOR COMMERCIAL RECYCLING)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will perform outreach, field observations, policy research, and basic data analysis/presentation.

Duties will include one or more of the following:

- Perform outreach about commercial programs such as tabling, flyering, and engaging commercial establishment representatives.
- Visit commercial establishments to observe and record waste practices.
- Observe curbside waste set-outs.
- Data cleaning and manipulation in Excel (Access and GIS a plus but not required).
- Basic INTERNET research.
- Note taking.
- Presentation of research in the form of Power Point or written reports.

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

As of June 2015, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring terms of the program year).

Work may require:

- lifting objects of 30 pounds or more.
- some early morning or evening work.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dsny.nyc.gov

SALARY RANGE

\$ 433.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks.
DSNY-005-SUSTAINABILITY INTERN FOR COMMERCIAL RECYCLING

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2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ BUREAU OF RECYCLING AND SUSTAINABILITY

DIVISION

(DSNY-006-SUSTAINABILITY OUTREACH INTERN FOR ORGANICS COLLECTION)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME HALEY ROGERS

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, composting, and waste prevention programs.

UNIT DESCRIPTION (Max characters 300)

The Bureau develops and distributes a wide range of promotional materials; conducts site visits; and participates in public events and social media to help schools, residents, and City agencies and institutions improve their recycling programs.

POSITION TITLE (Max characters 100)

(5) SUMMER COLLEGE INTERNS - (DSNY-006-SUSTAINABILITY OUTREACH INTERN FOR ORGANICS COLLECTION)

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:

Undergraduate:

- 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.

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

As of June 2015, 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 which you are applying to Justin Bland at intern2015@dsny.nyc.gov

SALARY RANGE

\$433.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks.
(DSNY-006-SUSTAINABILITY OUTREACH INTERN FOR ORGANICS COLLECTION)

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2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ BUREAU OF RECYCLING AND SUSTAINABILITY

DIVISION

(DSNY-007-SUSTAINABILITY OUTREACH INTERN FOR ORGANICS COLLECTION)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME HALEY ROGERS

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, composting, and waste prevention programs.

UNIT DESCRIPTION (Max characters 300)

The Bureau develops and distributes a wide range of promotional materials; conducts site visits; and participates in public events and social media to help schools, residents, and City agencies and institutions improve their recycling programs.

POSITION TITLE (Max characters 100)

(1) SUMMER GRADUATE INTERN - (DSNY-007-SUSTAINABILITY OUTREACH INTERN FOR ORGANICS COLLECTION)

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:

GRADUATE:

- 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.

- Assist DSNY staff to implement evaluations of sites participating in the organics collection pilot.
- Collect, analyze and write up results of evaluations conducted over the course of the internship.
- Research compostable plastics.

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

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

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)

intern2015@dsny.nyc.gov

SALARY RANGE

\$720.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks.

(DSNY-007-SUSTAINABILITY OUTREACH INTERN FOR ORGANICS COLLECTION)

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2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ BUREAU OF RECYCLING AND SUSTAINABILITY

DIVISION

(DSNY-008-SUSTAINABILITY INTERN FOR PUBLIC EDUCATION)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME MARY MOST

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, composting, and waste prevention programs.

UNIT DESCRIPTION (Max characters 300)

The Bureau develops and distributes a wide range of promotional materials; conducts site visits; and participates in public events and social media to help schools, residents, and City agencies and institutions improve their recycling programs.

POSITION TITLE (Max characters 100)

(2) SUMMER COLLEGE INTERN - (DSNY-008-SUSTAINABILITY INTERN FOR PUBLIC EDUCATION)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Public Education unit of DSNY BRS is in need of two summer interns to complete the following assignments:

1) Golden Apple Awards:

- assist with our environmental contests for NYC schools. The intern will execute a wide array of tasks under guidance including liaison with Sustainability Coordinators at the schools, processing the schools' project entries, working with our judges panel from prestigious environmental agencies and organizations, scheduling and processing inspections of the schools' recycling programs, coordinating prize distribution and award presentation ceremonies, and writing 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 web-page [HTTP://WWW.NYC.GOV/GOLDENAPPLE](http://WWW.NYC.GOV/GOLDENAPPLE)- especially prior year winners - provides background on this program.

2) NYC Recycles website:

- outreach by email and phone on behalf of all NYC Recycles programs to elected officials and environmental organizations in New York City
- helping to update web links to make sure users can find the relevant information on our new website

- helping to build connection and promote our programs with community organizations.
- Research and edit our existing webpages.

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

As of June 2015, 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 which you are applying to Justin Bland at intern2015@dsny.nyc.gov

SALARY RANGE

\$433.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks
(DSNY-008-SUSTAINABILITY INTERN FOR PUBLIC EDUCATION)

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2015 NYC SUMMER COLLEGE INTERNSHIP PROGRAM

AGENCY NAME

DSNY/ BUREAU OF RECYCLING AND SUSTAINABILITY

DIVISION

(DSNY-009-SUSTAINABILITY PARTNERSHIPS INTERN)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY

CONTACT NAME DEBORAH SHEINTOCH

E-MAIL INTERN2015@DSNY.NYC.GOV

PHONE

FAX

AGENCY DESCRIPTION (Max characters 1200)

The Partnership Unit of the Bureau of Recycling and Sustainability (BRS) works with external organizations so as to grow a wide range of recycling and diversion programs to increase participation in NYC recycling and composting initiatives.

UNIT DESCRIPTION (Max characters 300)

The main partners include the cities Botanical Gardens, GrowNYC's Office of Recycling Outreach and Education, the New York City Housing Authority, the Department of Parks and Recreation, and a range of other composting and waste reduction organizations throughout the City.

POSITION TITLE (Max characters 100)

SUMMER COLLEGE INTERN - (DSNY-009-SUSTAINABILITY PARTNERSHIPS INTERN)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Partnerships intern is based at the BRS and works with both the NYC Compost Project Manager and the Deputy Director, Partnerships on a range of administrative and outreach tasks associated with the unit. The Intern also helps build programmatic efforts.

Responsibilities include:

- Collate data on Monthly Reports and ready for analysis
- Assist in the review of Monthly and Quarterly Financial Reports from all projects. Draft corresponding financial memos.
- Help develop social media campaigns to promote BRS Partner events; post partner events on various calendars
- Help maintain up to data and maps of food scrap drop-off sites, community compost sites, compost demonstration sites.
- Correspond with partner organizations and coordinate meetings, conference calls, site visits.
- Help develop and organize promotional materials to promote the work of all partner organizations.
- Organize monthly photo submissions based on content (Bin Builds, workshops, tabling, etc) for use in social media campaigns.
- File Master Composter Applications.
- Produce and circulate meeting minutes from citywide NYC Compost Project meetings.
- Secure Demo Site Maintenance Plans from all NYC Compost Project sites.
- Attend meetings and assist with a range of events as needed on behalf of the Partnerships Unit.
- Help in thinking through general programmatic decisions/conversations.

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

- As of June 2015, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring term of the program year).
- Strong administrative and organizational skills, ability to prioritize work load and work independently
- 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
- Related work experience preferred. Knowledge of compost science, indoor and outdoor composting techniques, and NYC Compost Project and an interest and understanding of composting a plus.
- Some local travel required

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to which you are applying to Justin Bland at intern2015@dny.nyc.gov

SALARY RANGE

\$ 433.50 P/W

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 1 and last between 10 and 13 weeks
(DSNY-009-SUSTAINABILITY PARTNERSHIPS INTERN)

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