



## *INTERNSHIP ANNOUNCEMENT*

### **Executive Office**

Intern (Unpaid)

#### **THE AGENCY**

The Department of City Planning (DCP) promotes strategic growth, transit-oriented development and sustainable communities to enhance quality of life in the City, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide. DCP also supports the City Planning Commission in its annual review of approximately 450 land use applications for actions such as zoning changes, special permits and a variety of other discretionary approvals. In addition, the Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

Under Housing New York: A Five-Borough, Ten Year Plan, the Department will lead coordinated, ground up neighborhood planning studies and advance regulatory changes—including mandatory inclusionary housing in newly rezoned areas—to promote more economically diverse communities and housing opportunities for New Yorkers at all income levels. Through inclusive community development initiatives with stakeholders, DCP will expand access to quality jobs and services, and stimulate economic development benefitting all New Yorkers. In addition, DCP is committed to expanding public access to land use, housing and population data and planning resources through its online Community Portal, as well as to support informed participation by New Yorkers in neighborhood planning and land use review processes.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at [www.nyc.gov/planning](http://www.nyc.gov/planning) to access the full listing of job opportunities and to learn more about our great agency.

#### **THE DIVISION**

The Executive Office manages the overall work program of the Agency and coordinates the Department's divisions to fulfill its mission. The Executive Office serves as the Department's primary liaison to City Hall, its fellow agencies, and City Planning's community, business and civic constituents. The Chief Operating, Governmental Affairs, Strategic Communications and Press Offices are part of the Executive Office.

#### **THE INTERNSHIP**

The Executive Office is looking for talented individual(s) to actively support senior Executive Office staff. The intern will be an integral member of the City Planning's Executive Office, assisting the Chair's Special Assistant and other members of the Executive Office staff in a variety of tasks and responsibilities. The position provides a wide vantage point from which to understand the functioning of the entire agency and the opportunity for involvement in a wide range of City Planning projects. The selected individual should demonstrate initiative and the ability to work effectively with others, be a very strong writer and editor, understand or be interested in the grants process, be able to manage multiple projects under strict deadlines, and have excellent computer and presentation skills.

Under supervision, with latitude for independent judgment, the Intern will:

- Assist in project management, outreach & coordination of studies and efforts across the agency
- Support the agency's public correspondence by researching and preparing responses to inquiries.
- Assist in the gathering and preparation of materials for speaking engagements, monthly newsletters, as well as for community outreach presentations.
- Maintain a database of all relevant grants the agency can apply for and help proactively coordinate and draft grant applications.
- Help in the review and editing of all content that goes up on the public-facing, external website and DCP's internal website to ensure it is well-written, clear, concise and accurate.
- Assist with the coordination of communications with various community stakeholders in our planning studies and maintain a master contacts database.
- Attend and report back with summaries of City Planning Commission, City Council and other public meetings.
- Manage additional special projects as needs arise.

#### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

- Undergraduate and graduate students pursuing a degree with a focus in urban planning, urban studies, public policy/administration, architecture or real estate preferred.
- Excellent written, organizational, verbal, digital communication skills.
- Ability to demonstrate a high degree of independence and the ability to manage small tasks and projects with minimal supervision.
- Proficiency with MS Word, PowerPoint, Excel, Adobe Acrobat and basic internet research skills. Familiarity with InDesign and building websites are a plus.
- Familiarity with planning concepts and/or NYC government is preferred.

#### **HOW TO APPLY**

All interested applicants should send a cover letter, resume, along with two writing samples (excerpts of 1 page max) to Sam Facas, [sfacas@planning.nyc.gov](mailto:sfacas@planning.nyc.gov). Please be advised only candidates under consideration will be contacted.

Please include "Internship" in the subject line of your email.

*No phone calls please.*

#### **COMPENSATION**

Unpaid, potential academic credit

#### **SUBMISSION DEADLINE**

Until Filled

#### **START DATE**

ASAP

#### **SCHEDULE**

At least 20 hours per week (3-5 days per week; days and hours are flexible)

#### **INTERNSHIP DURATION**

Minimum of 3-4 months— flexibility to extend.