

*INTERNSHIP ANNOUNCEMENT*

**Manhattan Borough Office**  
Planning and GIS 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. It supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. The Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public 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.

In addition, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications for a variety of discretionary approvals. The Department also assists both government agencies and the public by advising on strategic and capital planning and providing policy analysis, technical assistance and data relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

**THE DIVISION**

The Manhattan Borough Office has an expansive work program focused on the creation and strengthening of great neighborhoods, affordable housing, vibrant commercial and institutional centers, rich transit opportunities, and high-quality open space and waterfronts.

**THE INTERNSHIP**

Our office seeks one experienced planning and GIS intern who will bring strong analytical expertise and organizational skills to the division.

The internship is open to both undergraduate and graduate students seeking practical experience

in the field of urban planning.

The intern will work directly with staff on a planning study of the SoHo and NoHo neighborhoods of Manhattan. Significant opportunity is afforded for substantive input and participation in the planning and policymaking process under supervision of staff.

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

- Coordinate and contribute to analysis of land use, ownership, and built patterns; entry of data into GIS; production of maps, graphics, and presentations; documentation of existing conditions
- Conduct field and site visits to document and verify built and use conditions
- Maintain well-organized and detailed records related to the study
- Maintain strong interpersonal skills and the ability to work within a team structure.
- Working with other team members, coordinate and attend meetings with technical divisions of the department and other city agencies.
- Perform other related tasks.

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

Undergraduate/graduate students with focus or interest in urban planning, urban design, architecture, landscape architecture, or related fields. Preferred skills include:

- Demonstrated competence in GIS (ArcGIS), graphics (Adobe Suite), and Microsoft suite (Excel, Word, PowerPoint) required.
- Enthusiasm about planning, policy, and design issues in New York City.
- Demonstrated excellent organizational, communication, and design skills
- Motivated self-starter - able to work independently and complete tasks in a timely fashion.

#### **HOW TO APPLY**

All interested applicants should send letter of interest, resume and at least three (3) work samples from your portfolio demonstrating design and drawing proficiency to:

[SLI2@planning.nyc.gov](mailto:SLI2@planning.nyc.gov)

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

*No phone calls please.*

#### **COMPENSATION**

Unpaid (potential academic credit to be discussed with school)

#### **START DATE**

As soon as possible

#### **SCHEDULE**

At least 20 hours per week (days and hours are flexible)

**INTERNSHIP DURATION**

Approximately 10 weeks (flexible)