

2014 NYC SUMMER INTERNSHIP PROGRAM

NYC DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT

Office of Development
Division of New Construction / Sandy 1-4 Family Rebuilding Program
100 Gold Street
New York, NY 10038

Contact: Brian Cheigh
Phone: () -
Fax: () -
Email: cheighb@hpd.nyc.gov

AGENCY DESCRIPTION

The NYC Department of Housing Preservation & Development (HPD) is the nation's largest municipal housing preservation and development agency. Our mission is to promote quality housing and viable neighborhoods for New Yorkers. We are responsible for implementing the Mayor's housing plan to create or preserve 200,000 in the next 10 years. HPD also actively promotes the preservation of affordable housing through education, outreach, loan programs and enforcement of housing quality standards. For more information, visit www.nyc.gov/hpd.

UNIT DESCRIPTION

The Division of New Construction seeks a summer intern for its Sandy 1-4 Family Rebuild Program. The Rebuild Program assists homeowners whose homes were demolished, destroyed, or severely damaged by Superstorm Sandy reconstruct new homes. Working closely with the Housing Recovery Office, the Rebuild Program assists homeowner who have been determined eligible for assistance from predevelopment, to closing, construction, and construction completion. The Rebuild Program works closely with Development Teams who have been selected by the City to assist homeowners rebuild, as well as work directly with homeowners who are electing to choose their own contractor to rebuild.

POSITION TITLE

Summer Intern

INTERNSHIP RESPONSIBILITIES

HPD is seeking an enthusiastic, talented candidate with a strong interest in affordable housing, community development, real estate development, and concepts of urban sustainability and resiliency in the face of climate change. The intern will be responsible for providing critical support to staff working on the rebuild pipeline.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

Support tasks may include:

- Assisting in data management tasks
- Conducting quantitative analysis of the rebuild pipeline
- Conducting assessments of individual project cases
- Drafting and reviewing of policies and procedures related to this short-term initiative
- Analysis of projects compliance with Enterprise Green Communities, Energy Star Certified Homes, and other sustainability and resiliency measures
- other special projects as required.

The ideal candidate should have strong analytical, writing, research, and communications skills, knowledge of NYC government and housing issues, and facility with Microsoft Word, Excel, and Access. Familiarity with real estate construction, green building, storm recovery, and real estate finance a plus.

APPLICATION PROCESS

To apply please send resume and cover letter to Brian Cheigh at cheighb@hpd.nyc.gov with subject line marked “Rebuild Program Intern.”

SALARY RANGE

unpaid

ADDITIONAL INFORMATION / COMMENTS

Dates: Flexible; 8-12 week commitment expected

Hours: Flexible within Monday-Friday 9am – 5pm