

2014 NYC SUMMER INTERNSHIP PROGRAM

NYC DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT

Office of Development
Division of Planning, Marketing & Sustainability / Resiliency Planning
100 Gold Street
New York, NY 10038

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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

As part of the City's Storm Recovery initiatives, HPD has implemented two portions of Build it Back to rebuild, repair and provide resiliency to a significant number of buildings in New York City affected by Superstorm Sandy. Build it Back provides federal Community Development Block Grant Disaster Recovery (CDBG-DR) funds to multifamily building owners, and the 1-4 Family Rebuild Program reconstructs new homes that were demolished, destroyed, or severely damaged by Superstorm Sandy. Working closely with the Housing Recovery Office, the Resiliency Planning team coordinates interagency collaboration on complex land use issues.

For more information on Build it Back, go to <http://www.nyc.gov/html/recovery/html/home/home.shtml>.

POSITION TITLE

Summer Intern

INTERNSHIP RESPONSIBILITIES

The Division of Planning, Marketing, and Sustainability seeks a summer intern for its Resiliency Planning team. 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 program. The Storm Recovery Intern will also be involved in policy and program development.

Support tasks include:

- Gathering, tracking, and analyzing data;
- Conducting qualitative and quantitative analysis of project pipeline
- Create several GIS products to support policy analysis, outreach and communication efforts
- Geospatial analysis
- Writing and editing policy briefings

nyc.gov/internships

- Monitoring of construction projects through completion; and
- other special projects as required.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

The ideal candidate should have strong analytical, writing, research, and communications skills. Working knowledge of Excel, GIS, and Powerpoint is a must. Project Management and graphic design skills a plus. Graduate students are preferred but will consider strong undergraduate candidate.

APPLICATION PROCESS

To apply please send resume and cover letter to Deborah Morris at morrisd@hpd.nyc.gov with subject line marked "Resiliency Planning Intern."

SALARY RANGE

unpaid

ADDITIONAL INFORMATION / COMMENTS

Dates: Flexible; 8-12 week commitment expected

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