

# 2014 NYC SUMMER INTERNSHIP PROGRAM

## NYC DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT

Office of Fiscal Management and Analysis  
Analytics and Operations  
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](http://www.nyc.gov/hpd).

### **UNIT DESCRIPTION**

The Performance Analysis team is rethinking how HPD collects and uses data, with a focus on efficiency and effectiveness measures and utilizing data to inform cross-agency discussions on resource allocation and program design. We are creating process and data bridges between divisions throughout HPD and also looking at technological tools to make data more accessible, and evaluating what we report on a regular basis and to whom, to ensure that the right issues get attention.

### **POSITION TITLE**

Summer Intern

### **INTERNSHIP RESPONSIBILITIES**

The Intern will learn how to transform analysis into policy and procedural recommendations and learn how to develop outcome related performance metrics. In addition to the technical skills, the intern will learn how a large City agency moves from the De Blasio Administration goal of 200,000 units to actually producing and being accountable the units.

The intern will have the opportunity to work directly with HPD Project Managers and housing development partners researching projects and work on an analytics projects associated with the data collected. Intern will also assist in creating a visual performance dashboard distributed agency wide monthly

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

HPD is seeking an enthusiastic, talented candidate with a strong interest in affordable housing and urban issues. The ideal candidate should have strong analytical, writing, research, and communications skills. The intern will be responsible for providing critical support to staff working in Performance Analysis. Support tasks require

- Junior or Senior enrolled at an accredited undergraduate college or university with an interest in public policy or Public Administration or Urban Planning graduate student.
- Proficient in MS Office, including MS Word, MS Excel, and MS Outlook. Access and GIS skills a plus

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- Excellent organizational and problem solving skills with the ability to initiate and apply creative solutions.
- Strong project management, research, communication, and data analysis skills, as well as an ability to work independently.
- Detail-oriented, collaborative and dependable.

### **APPLICATION PROCESS**

To apply please send resume and cover letter to Meghan Smith at [smithmeg@hpd.nyc.gov](mailto:smithmeg@hpd.nyc.gov) with subject line marked “Research and Analytics Intern.

### **SALARY RANGE**

unpaid

### **ADDITIONAL INFORMATION / COMMENTS**

- Start Date: June 1
- Flexible within Monday-Friday 9am – 5:30pm; minimum of 20 hours per week.