

Sarah Carroll  
Chair

**Job Vacancy Notice # 529641**

<b>Civil Service Title:</b> Summer College Intern	<b>Agency Title:</b> Enforcement Intern Number of Positions: 1
<b>Title Code No.</b> 10234	<b>Salary:</b> Hourly: Min: \$15/hr - \$17/hr  <b>Funding Source:</b> City
<b>Location:</b> 1 Centre Street, 9th Floor North, New York, NY 10007	<b>Schedule:</b> Full-Time
<b>Post Date:</b> 4/25/2022	<b>Post Until:</b> Filled

**The Agency**

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 37,500 designated buildings and sites in New York City, most of which are located in 152 historic districts across all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

**Responsibilities**

For the duration of this internship, the intern will learn about Landmarks Law and practice, enforcement policies, and assist in the development of a demolition by neglect landmarks database. To effectuate the above, the Enforcement Intern will

- conduct site visits throughout NYC but primarily in Manhattan and Brooklyn to photograph potentially illegal conditions at landmark buildings
- upload/categorize/label photographs from site visits
- conduct research as needed in Commission files to assist with enforcement matters, including permit histories, historic photographs, etc.

**Qualification Requirements**

1. Current matriculation in a college or university in the following areas of study: historic preservation, urban planning, architecture, anthropology, or a related field; or
2. Current matriculation in a liberal arts college.

**Preferred Skills**

- Some experience or strong interest in architectural, cultural, social and New York City history
- Excellent communication skills and a collaborative approach
- Excellent research and data analysis skills
- Proficiency in Microsoft Office Suite, particularly Excel and PowerPoint
- The ability to learn quickly and work independently

**How to Apply**

Please submit resume and cover letter to: NYC Careers at <https://a127-jobs.nyc.gov/>

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

**Please Note**

The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.

Final appointment is subject to approval by the Office of Management and Budget.

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**