

NYC[®] PLANNING

INTERNSHIP ANNOUNCEMENT

ENVIRONMENTAL ASSESSMENT AND REVIEW DIVISION

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 Environmental Assessment and Review Division is responsible for preparing and reviewing City Environmental Quality Review (CEQR) applications for the City Planning Commission. The division also coordinates the review of CEQR applications between DCP and other government agencies and conducts intra-agency CEQR reviews, including the review and preparation of draft and final Environmental Impact Statements. In addition, the division prepares final CEQR determinations, letters and memoranda; and provides technical assistance in the preparation and submission of applications.

INTERNSHIP RESPONSIBILITIES

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

- Assist with the review of CEQR projects;
- Assist with the preparation of CEQR determinations, letters and memoranda;
- Assistance with the preparation and submission of environmental review applications;
- Assist in field work, community outreach, and coordination of public events; and
- Perform other related tasks.

QUALIFICATIONS

- Undergraduate, graduate or recent graduate student in urban planning, or related fields.
- Enthusiasm about planning and environmental review issues in New York City.
- Demonstrated excellent communication and organizational skills
- Motivated self-starter - able to work independently and complete tasks in a timely fashion.
- Familiarity with the 2014 CEQR Technical Manual a plus.
- Preference given to candidates with excellent written communication skills.

PREFERRED SKILLS

Strong writing skills.

Excellent interpersonal, analytical and organizational skills.

Familiarity with the 2014 CEQR Technical Manual a plus.

HOW TO APPLY

All interested applicants should send letter of interest and resume to:

[O Abinad@planning.nyc.gov](mailto:Abinad@planning.nyc.gov)

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

No phone calls please.

COMPENSATION

Unpaid, potential academic credit

SUBMISSION DEADLINE

Friday, May 6, 2016

START DATE

Between Monday, May 16, 2016, and Monday, June 6, 2016

SCHEDULE

30 hours per week.

INTERNSHIP DURATION

10 weeks at 30 hours per week; selected candidates may be able to adjust work week and duration slightly if necessary to commit to a total of 300 hours.