

NYC[®] PLANNING

INTERNSHIP ANNOUNCEMENT

Queens Borough Office Queens Office 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 neighborhoods and business districts, as well as establishing policies and zoning regulations. DCP also supports the City Planning Commission in its annual review of approximately 450 land use applications for actions such as zoning changes, special permits and a variety of other discretionary approvals. In addition, the Department assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, zoning, urban design, waterfront areas and public open space.

The Department of City Planning, in collaboration with other agencies, has undertaken a number of initiatives to build the city's resilience. Following Hurricane Sandy, and funded through federal Community Development Block Grant Disaster Recovery (CDBG-DR) funding, the Department is conducting citywide and area-specific studies to increase the city's resilience to flooding and facilitate the recovery efforts. These studies are expected to result in a DCP-sponsored citywide text amendment and possibly in other Uniform Land Use Review Procedures (ULURP) actions.

The New York City Department of City Planning is a great place to work – cultivating intellectual inspiration, professional development and creativity. Visit our website at www.nyc.gov/planning to access the full listing of job opportunities and to learn more about our great agency.

THE DIVISION

The Queens Office is a dynamic work environment responsible for a wide range of planning, urban design and zoning activities, including formulating borough-wide and local area plans, reviewing and processing land use applications, and providing technical assistance and planning data to the City Planning Commission, elected officials, public agencies, community boards and civic and business groups. Currently, its efforts are focused on directing a range of new housing and economic expansion opportunities in three transit-rich regional centers --- Long Island City, Jamaica and Flushing, ensuring new development will enliven and support neighborhood shopping streets, and expanding public access to its extensive waterfront while promoting more resilient development.

THE INTERNSHIP

The Queens Office is seeking intern candidates with advanced planning education and training, as well as superior technical abilities to assist office staff in planning and design activities related to the growth and development of the borough and to support a broad range of projects and studies. More specifically, intern responsibilities include assisting staff with planning-related tasks associated with land use application project management and land use zoning studies. Typical tasks will include:

- Assisting project managers with site visits, data collection and field surveys
- Assisting project managers with the preparation of documentation/graphics for presentations and general office organization assistance
- GIS mapping and land use and building type analyses
- 3-D modeling and urban design analyses
- General office organization assistance
- Assist with public zoning inquiries. Light support, as needed, in the reception area which is primarily receiving visitors and taking telephone calls and referring visitors and inquiries to the appropriate staff.

PREFERRED SKILLS

Undergraduate/graduate students with focus or interest in city planning, geography, GIS, urban design, architecture, environmental studies, public policy, or related fields.

- Excellent research, analytical and organizational skills
- Strong writing and oral communication skills
- Competence in GIS and related computer software programs
- Knowledge of the Zoning Resolution and zoning practices
- Familiarity with the City's land use review process and procedures
- Ability to work effectively with community residents, public agencies and elected officials
- Ability to work independently and complete assignments in a timely fashion

HOW TO APPLY

All interested applicants should send letter of interest and resume to: dcarney@planning.nyc.gov
No phone calls please.

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

COMPENSATION

Unpaid, potential academic credit

START DATE

As soon as possible

SCHEDULE

A minimum of 20 hours per week (3-5 days per week; days and hours are flexible)

INTERNSHIP DURATION

Minimum of 3-4 months – flexibility to extend.