



Internships are available in the
New York City Mayor's Office of Environmental Remediation
beginning in the Fall of 2009.

Organization Description

The New York City Mayor's Office of Environmental Remediation is responsible for the implementation of the brown-field cleanup and redevelopment initiatives outlined in PlaNYC, the city's comprehensive sustainability plan. OER is preparing to launch its Local Brownfield Cleanup Program (LBCP), the nation's first municipal cleanup program, in December 2009. The LBCP will be administered by OER in cooperation with the NYC Department of Health and will work closely with existing state cleanup programs. The program will offer developers and property owners oversight for protective remedies for light to moderately contaminated sites as well as financial and other incentives. OER also directs the NYC E-Designation Review Program for Hazardous Materials, Air Quality, and Noise.

To learn more about PlaNYC and OER's programs, please visit: www.nyc.gov/oer.

Position Description

OER's *Internship Module* will consist of undergraduate or graduate interns and green job worker trainees from community-based organizations and will operate on a quarterly basis. Interns will work closely with OER technical staff on tasks for its cleanup programs and the LBCP and E-Designation Review Program. In addition, interns will assume a managerial role by supervising and distributing assignments to the worker trainees.

Intern responsibilities may include, but are not limited to:

- Record new Brownfield submissions in OER's Project Tracking Database.
- Quality check Brownfield project information in the Project Tracking Database.
- Draft letters for the Brownfield Review Program.
- Provide assistance in the development of OER's sustainability initiatives.
- Conduct outreach for OER's Brownfield Workshops.
- Draft news media articles and educational materials for OER's website.
- Record LBCP pre-application meeting information in the Project Tracking Database.
- Perform basic quality check of analytical data and technical reports for LBCP sites.

Internships during the academic year are part-time, unpaid positions, for one work day each week. Internship opportunities are also expected to be available for similar positions in the environmental and brownfield industry in NYC.

Qualifications

Although not required, the successful applicant should be involved in studies related to the environment such as, environmental policy, environmental science, geology, engineering, biology, chemistry, economics, and urban studies. All applicants interested in environmental fields and topics may apply.

Applicants must have a proven record demonstrating management, analytical, and leadership skills. Proven written and verbal communication skills and the ability to work independently are critical.

To Apply

E-mail a one-page resume, copy of transcript, and a brief cover letter to: brownfields@cityhall.nyc.gov. Please highlight aspects of your experience that are relevant to this position and explain why you are interested in brownfields and why you want to work at OER.

Deadline

Applications will be accepted until all positions are filled.
The City of New York is an Equal Opportunity Employer.

