

NEW YORK CITY

MAYOR'S OFFICE OF LONG-TERM PLANNING AND SUSTAINABILITY

Internships are available in the New York City Mayor's Office of Long-Term Planning and Sustainability Operations during the 2009 academic spring semester.

Organization description:

The New York City Mayor's Office of Long-Term Planning and Sustainability is seeking qualified individuals to assist with the implementation of various initiatives outlined in PlaNYC, the City's comprehensive sustainability plan. These goals include: improving the quality of the city's air and water, creating more affordable housing, providing better access to open space, increasing transit capacity, cleaning up the city's contaminated land, improving and maintaining the city transportation network, upgrading the city's energy infrastructure, and reducing greenhouse gas emissions.

To review PlaNYC, visit: www.nyc.gov/planyc2030.

Position description:

Under the direction of the Director of the Mayor's Office of Long Term-Planning and Sustainability, internship responsibilities may include, but are not limited to:

- Project management and implementation – in coordination with City and non-City agencies and private entities, responsibilities include data acquisition from a variety of sources and management of large, complex datasets
- Analysis and advice – perform and make recommendations on qualitative and quantitative assessments of proposals and projects in order to understand a variety of impacts, including feasibility
- Overall support and management – research, writing, meeting planning and management, resident outreach, data compilation and analysis, and legislative analysis

Internships in the New York City Mayor's Office during the academic year are part-time, unpaid positions.

Qualifications:

Although not required, the successful applicant will likely have one or more of the following academic or professional experiences: economics, environmental policy, environmental science, finance, public policy and/or administration, urban studies or urban planning, political science, transportation policy, and/or engineering.

Applicants must have a proven record demonstrating management, analytical, and leadership skills. Compelling examples of these skills could include managing complex projects; analytical work balancing bold ideas with attention to detail; successfully gaining the support of independent stakeholders; and examples of leadership in the applicant's current field of work. Applicants must be able to balance the pursuit of ambitious, large-scale projects with simple, targeted changes that offer the potential for significant impact. Proven written, verbal, and presentation skills are critical.

To apply:

Email a brief cover letter and resume to Aaron Koch at akoch@cityhall.nyc.gov. Please highlight aspects of your experience that are relevant for this position, including volunteer service, and explain why you are interested in working with this organization.

Deadline:

Positions will remain open until filled.

The City of New York is an Equal Opportunity Employer.

