<u>**Department of City Planning Fall 2021 Credit-Bearing Internship Opportunity for Students**</u>
<u>**September 27th, 2021 – December 10th, 2021**</u>

Applicants must be a matriculated student in an accredited undergraduate or graduate program and enrolled in a credit-bearing course to apply. Interested applicants are encouraged to carefully read the internship work program description and required skills before applying. Applicants should submit their resume and cover letter to the contacts listed in the "Submit Application To" column by **Monday, August 2nd, 2021 at 5:00pm**. In the email subject line, please write "Fall 2021 Credit-Bearing Internship Application." Applicants are encouraged to apply to all internship opportunities that they qualify for and are interested in.

The majority of the internship work will occur remotely. There may be a possibility of office work or site visits, which will be communicated by the hiring manager. A virtual orientation will occur prior to the start of the program.

All applicants will need access to a computer and internet connection to participate in this program. Once chosen, interns must provide official proof of enrollment in a credit-bearing course, by **Friday, August 27th**. For any additional questions, please email DCPrecruit@planning.nyc.gov.

Division	Intern Work Program	Specific skills needed for this internship	Minimum number of hours	Submit Applications To:
Bronx Borough Office	Bronx interns will be involved in a range of activities but will focus on helping to advance the Bronx Metro-North Station Area study. This will include: helping to plan for and participate in public outreach activities, working with Borough staff to compile a draft plan book based on the last three years of outreach and planning, and assisting with a range of analytical and design activities, depending on abilities. Activities may also include helping with other borough initiatives. Interns will take part in a range of meetings with internal and external partners and agencies.	• Enthusiasm about planning and design issues in New York City and the Bronx and the desire to learn how policy and regulations shape the City, • Strong research and analytic skills, • Proficiency with Arc GIS and spatial analysis is preferred, • Proficiency with Adobe Creative Suite, • Basic understanding of zoning, • Strong graphic design and layout skills, • Excellent written, verbal and communication skills,	14-21 hours per week	Shawn Brede (sbrede@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

		• Motivated self-starter with the ability to work independently, • Candidates with interest and active engagement in community-based organizations are strongly encouraged to apply as well, • Multiple positions are available, • Not all skills are necessary to apply.		
Brooklyn Borough Office	The Brooklyn Office is looking for a motivated and enthusiastic **undergraduate student** intern to assist in our work program by handling independent projects and supporting larger initiatives. This career-building opportunity will provide first-hand experience with the City's zoning and land use process. The position is perfect for a self-starter who is interested in urban planning, design, and policy. Candidates must be creative, organized, flexible, and comfortable working in a remote environment.	• Enthusiasm about planning and design issues in New York City and the desire to learn how policy and regulations shape the City, • Strong research and analytic skills, • Proficiency with Arc GIS and spatial analysis preferred, • Proficiency with Adobe Creative Suite, • Basic understanding of zoning, • Strong graphic design and layout skills, • Excellent written, verbal, and communication skills, • Motivated self-starter with the ability to work independently, • Candidates with interest and active engagement in community-based organizations are strongly encouraged to apply as well, • Multiple positions are available, • Not all skills are necessary to apply.	14 hours per week	Josh Vogel (jvogel@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

| Capital Planning | The Capital Planning team works to foster more collaborative and equitable capital planning through data analytics, technology, and strategic coordination with agency partners. We support City agencies as they plan how to invest over $142 billion in New York City's infrastructure and public realm over the next decade. We also integrate planning perspectives into the City's capital budget planning and decision-making processes. Our projects include the Neighborhood Development Fund, Ten-Year Capital Strategy, Citywide Statement of Needs, and tech tools such as NYC Facilities Explorer.
Here's a sample of exciting projects Capital Planning interns may work on during this fall internship that would have a lasting impact on our division's work.

Capital Strategy Research:
• Learn about the City's capital planning processes and the Ten-Year Capital Strategy
• Research initiatives across the City's capital planning agencies and analyze publications and reports for relevance to Capital Planning's work
• Investigate publications and reports from civic organizations with relevance to Capital Planning's work
• Produce a catalogue of relevant initiatives and goals, as well as a high-level research summary that will inform our future work

Facilities Planning:
• Explore the City's facility siting needs to inform land use policies and real estate strategies at the citywide and neighborhood level | You can expect to learn about city planning and capital planning, particularly in the context of New York City, and develop your skillset in translating information and data into impact. The ideal candidate will have the ability to push projects forward independently, bring a diversity of perspective, and have a willingness to learn and reflect on feedback. We welcome candidates to apply for the Capital Strategy Research project regardless of existing technical skills or experience with policy work, as this project will provide great hands-on learning and a good introduction. For candidates specifically interested in the Facilities Planning work or Map of Proposed Projects, we seek someone with developed analytical skills and familiarity with Excel and mapping software such as Carto or ArcGIS to build on our existing work products. | 14-21 hours per week | Luba Guzei (lguzei@planning.nyc.gov) and DCPrecruit@planning.nyc.gov. |

	• Analyze agency facility siting needs in terms of facility specific criteria, zoning districts and use groups, size, and function • Map facility siting needs against available, suitable land use Map of Proposed Projects: • Learn about capital project execution and coordination • Work with agency partners to understand and map upcoming projects and facilitate collaboration			
Counsel	Counsel's office is seeking a Fall intern to: • Review existing legal document templates used in connection with different types of zoning actions and create other templates where needed. • Update Counsel directory of the types of legal documents required by the Zoning Resolution (ZR) and the associated ZR Sections. • Review revised legal documents and attachments for comprehensiveness, accuracy, and responsiveness to staff's prior comments. • Assist with preparing Counsel web page to be added to DCP's intranet. • Review and help coordinate responses to Freedom of Information Law requests. • Assist with the preparation of conflicts of interest waiver requests to the City's Conflicts of Interest Board. • Assist with the preparation of presentations and research involving projects involving zoning and land use, as needed.	Strong writing skills, attention to detail. **Law student preferred; for non-students, interest in law or pre-law coursework a plus**. MS Word, PowerPoint, Adobe Acrobat, proficiency with computers, generally, and research (legal, preferably).	14-21 hours per week	Alison McCabe (amccabe@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

Environmental Assessment & Review Division (EARD)	The Environmental Assessment and Review Division is looking for a motivated intern to assist our work program related to environmental review Noise analyses. This opportunity will provide hands-on experience with the Noise and Construction Noise categories as noted in the 2014 CEQR Technical Manual. The position is ideal for someone with prior Noise environmental review experience who can hit the ground running.	Experience in noise-related environmental review; prior understanding of the guidance of the 2014 CEQR Technical Manual.	21 hours per week	Stephanie Shellooe (sshellooe@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.
Executive - Communications	The Communications Office is looking for a talented individual to actively support senior staff. The intern will be an integral member of the City Planning's Executive Office, assisting the Communications Director and other members of the Executive Office staff in a variety of tasks and responsibilities. The internship position provides a wide vantage point from which to understand the functioning of the entire agency and the opportunity for involvement in a wide range of City Planning projects and related communications initiatives. Under supervision, with latitude for independent judgment, the communications intern will: • Research and work with relevant staff to prepare accurate, timely press releases and responses to media inquiries. • Perform research, data analysis, and writing assignments to support senior Executive staff • Monitor and report back with summaries of City Planning Commission, City Council, and other public	• Candidates with a baccalaureate degree from an accredited college or students who are pursuing either an undergraduate degree or graduate degree with a focus in journalism/media studies, urban planning, urban studies, public policy/administration, or real estate preferred. • The ideal candidate will demonstrate initiative and the ability to work effectively with others, manage multiple projects under strict deadlines. • Excellent written and verbal communication skills and ability to edit for style, voice, grammar, and spelling. • Familiarity with MS Word, PowerPoint, Excel, Adobe Acrobat, and basic internet research skills.	20 hours per week	Melissa Grace (press@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

	meetings; and assist in the preparation of community outreach and stakeholder presentations. • Monitor relevant news and blog sources; contribute to the agency's social media presence by helping to collect images or data; follow social media accounts that are relevant to DCP policy and initiatives. • Perform other related tasks.	• Familiarity with social media sites, terminology and use Familiarity with planning concepts and/or NYC government is preferred. • Adobe creative suite and video skills are a plus. • Spanish and other foreign language proficiency is a plus.		
Executive - Neighborhood Studies/Civic Engagement Studio	The intern would support the Civic Engagement Studio's workload which includes: setting up management systems for different workstreams; work with the advisor team to identify grant opportunities, conferences, resources, etc.; research engagement strategies across the country; support research needs for workstreams; support on the development of Hindsight Conference proposal/project.	Enthusiasm working on civic engagement initiatives & planning in NYC, attention to detail, Strong research and analysis skills, management & database development, self-driven, Excellent written, verbal, and communication skills.	14-21 hours per week	Lucrecia Montemayor (lmontemayor@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

Housing and Economic Development (HED)	The Housing and Economic Development Division is looking for an intern to assist with qualitative and quantitative research that supports policy development for the agency. Specific research topics may include: local and national trends in retail and e-commerce, changes in consumers' spending habits resulting from the pandemic, and economic and real estate trends connected with urban agriculture, such as indoor hydroponic farming. An intern will also assist the division with database development to monitor trends with building permits and construction in NYC.	Strong research and writing skills, as well as familiarity with searching online journals and experience with qualitative research methods. Intern candidates should be comfortable with Excel and have familiarity with GIS is preferable. This is a good opportunity for an undergraduate or Master's candidate in planning, public policy, or a related field.	10 hours per week	Dylan Sandler (dsandler@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.
Human Capital - Professional Development & Training (PD&T) Team	As a Professional Development & Training (PD&T) intern, you can expect to work on an array of engaging projects focused on crafting an agency-wide professional development and training plan, analyzing data, researching and documenting recruitment best practices, supporting special projects, and streamlining standard operating procedures. You will develop your analytical, communication, and operation skillset. Under supervision, the intern will: • Serve as the internship program ambassador. Schedule meetings and send reminders to cohort, • Craft the agency's in-house training program for the remainder of 2021 and provide support across all training programs, • Maintain and recommend updates to the agency's online internal training resources site. Coordinate with staff in Information Technology to ensure that legacy training recordings are migrated to the new SharePoint training site, • Provide technical/coaching assistance to presenters to	Undergraduate/graduate students with a focus on Learning and Development (L&D), Organizational Development, or Human Resources. Interest in city planning, urban design, or related fields is a plus. Preferred skills include: • Experience with L&D or Human Resources related program of study, • Professional written and verbal communication skills with the ability to engage with a variety of stakeholders, • Comfortable use of Excel to drive data tracking, generation of reports and supplemental analysis, • Strong research and analytical skills, • Motivated self-starter with the ability to work independently and meet deadlines,	14-21 hours per week	Yvette Clairjeane (yclairjeane@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

	provide engaging virtual training experiences, • Assist in quarterly training data analysis and reporting, • Coordinate with agency stakeholders to propose, develop and schedule training sessions, • Research and document diversity recruitment best practices in the planning profession, including documenting local NYC schools, relevant training programs, and industry partners.	• Competency in Microsoft Office 365.		
Information Technology Division (ITD) - Enterprise Data Management - Data Engineering	The exact project will depend on the interns' skills and interests, and Enterprise Data Management's (EDM) 2021 priorities. Projects that the intern could participate in include: • PLUTO and other data product(s), • QAQC report enhancements, • Building QAQC tools for GRU Work on ACS/Census data package, • CEQR dataset creation, • Continue the work of the summer intern who piloted a data ecosystem in Google Cloud Platform.	Experience working with Python and SQL, and comfortable manipulating and analyzing datasets. Strong written and verbal communication skills	21 hours per week	Amanda Doyle (adoyle@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

Planning Coordination	The Planning Coordination division is seeking a motivated and enthusiastic intern to assist in our work program by undertaking independent analytical projects and supporting priority team initiatives. This career-building opportunity will provide first-hand experience with the City's annual Statements of Community District Needs and Budget Request process, including outreach to NYC's 59 Community Boards. The position is ideal for a self-starter who is interested in urban planning and fostering more inclusive and informed civic engagement in planning and government decision making. Candidates must be collaborative, organized, flexible, and comfortable working in a remote environment.	Ability to work independently and supporting a team; Strong communication and organizational skills; Strong analytical skills, including proficiency in Microsoft Office, particularly Excel, PowerPoint, Word; Proficiency with ArcGIS, Carto, and/or other mapping tools preferred.	14-21 hours per week	Chris Polack (cpolack@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.
Queens Office	The Queens Office is looking for a motivated and enthusiastic intern to assist in our work program by supporting larger initiatives focused on the equitable recovery of small businesses along commercial corridors in our most diverse communities. This career-building opportunity will provide first-hand experience with the City's zoning and land use process. As well as fieldwork and engagement in unique cultural enclaves. The position is perfect for a self-starter who is interested in equity, urban planning, and policy. Candidates must be creative, organized, flexible, and comfortable working in a remote environment.	• Enthusiasm about planning equity and recovery issues in Queens and the desire to learn how policy and regulations shape the City, • Strong research and analytic skills, • Proficiency with Arc GIS and spatial analysis required, • Proficiency with Adobe Creative Suite preferred, • Basic interest in zoning, • Strong graphic design and layout skills, Excellent written, verbal, and communication skills, • Motivated self-starter with the ability to work independently, • Candidates with interest and active engagement in community-based organizations are strongly encouraged	21 hours per week	Alexis Wheeler (awheeler@planning.nyc.gov); Hye-Kyung Yang, (hyang@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

		to apply as well, • Not all skills are necessary to apply.		
Staten Island Borough Office	The intern will support the Staten Island Borough Office's (SIO) large workload that includes technical review of private applications, and analysis/research for ongoing priority initiatives. Including the Staten Island Special Districts Update, Staten Island Geography of Jobs, and the North Shore 2030 study update/BRT work.	Familiarity with analyzing datasets in Excel/GIS, and an interest in planning/policy for low-mid density neighborhoods.	14 hours per week (21 hours per week ideally preferred)	George Todorovic (gtodorovic@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.
Transportation	The Transportation Division is seeking an intern who can assist us with our freight work program in 2021. We will be doing research around last-mile freight and logistics, including literature reviews, site visits, and stakeholder interviews. We hope an intern will be able to assist in mapping, interview scheduling, and literature review.	The ability to synthesize a moderate data set and prepare a simple map in Carto or ArcGIS online. Strong analytical skills, including proficiency in Microsoft Office, particularly Excel, PowerPoint, Word. An interest in freight and last-mile facilities.	14 hours per week	Laura Smith (lsmith@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

Urban Design	The Urban Design Office is seeking an intern with strong drawing, design, and communication skills to help develop and assist in a few major initiatives for the UD division. This may include but is not limited to the development of NYC's 3D digital model as part of the office's Digital Practice Initiative. This may include research into the cities' datasets, manual development of 3D models and incorporation into the larger NYC Digital 3D model, and expanding a 3D Block Library as a toolkit to improve the efforts of public engagement and communication in a digital/telecommunications environment. There is also a need to assist the division's staff in: • Research and qualitative assessment of lower density districts as part of the agency's Where We Live Initiative. • Research and graphical assistance for forthcoming Streetscapes for Wellness publication.	Interest in Urban Design with strong research and graphic communication skills, potential skills in 3D modeling and some expanded 3D modeling software knowledge, potential but not necessary experience or skills in web-design platforms. Proficiency with Adobe Creative Suite desired and strong will to explore what design means to them in their city.	14-21 hours per week	Julien Sneck (jsneck@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.
Waterfront & Open Space (WOS)	The timing of the fall internship and the Waterfront and Open Space (WOS) team's target for releasing the Comprehensive Waterfront Plan align perfectly. Following the release of the plan (September 2021), WOS will need a motivated and enthusiastic intern to help us get the word out about it and championing the ideas within it. This will require planning and implementing a public outreach strategy. We expect the strategy will be carried out on multiple platforms, including social media. Other responsibilities would include coordinating event logistics and speakers and designing promotional/educational materials to highlight the content of the plan.	Interest in waterfront planning and policy and familiarity with NYC's government strong written, verbal, and graphic communication skills, including proficiency with MS Word, PowerPoint, and Adobe Creative Suite Experience organizing events Experience developing social media presence and other communication strategies.	14-21 hours per week	Lucrecia Montemayor (lmontemayor@planning.nyc.gov) and DCPrecruit@planning.nyc.gov.

| Zoning | The Zoning Division is seeking an intern with strong GIS skills to help the Division conduct historical geospatial analyses of the city's Zoning Map. Most particularly, the work will require the digitization of archival zoning maps from the early- and mid-20th century. This work will support many agency priority projects. The intern may also assist with the production of illustrations depending on the time availability and skillset. | Required Skills:
• ArcMap (intermediate level): the candidate should be comfortable with analyzing GIS datasets, producing new shapefiles, and conducting simple selection analysis.
Preferred Skills:
• Carto
• Adobe Suite (Illustrator and Photoshop) | 7-14 hours per week | Rafael Berges (rbergesjr@planning.nyc.gov) and DCPrecruit@planning.nyc.gov. |