

**Assistant Architectural Intern, Division of Building and Land Development Services**

**Agency Description:**

The New York City Department of Housing Preservation & Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city’s neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

* We maintain building and resident safety and health.
* We create opportunities for New Yorkers through housing affordability.
* We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of “[Housing Our Neighbors: A Blueprint for Housing and Homelessness](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww1.nyc.gov%2Fassets%2Fhome%2Fdownloads%2Fpdf%2Foffice-of-the-mayor%2F2022%2FHousing-Blueprint.pdf&data=05%7C01%7CDamourJ%40hpd.nyc.gov%7C5580a91bee6b4866ceb508da70941f77%7C32f56fc75f814e22a95b15da66513bef%7C0%7C0%7C637946078731443563%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=AC8iRbYPkt9X%2BvZU%2BFauBo6%2BKHUk5xAqcMKv49xq0QQ%3D&reserved=0),” Mayor Adams’ comprehensive housing framework. To support this important work, the administration has committed $5 billion in new capital funding, bringing the 10-year planned investment in housing to $22 billion—the largest in the city’s history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City’s complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

**Your Team**:

The Division of Building and Land Development Services (BLDS) leads the agency’s effort in providing architectural, engineering, environmental planning, and construction support services to the various divisions within HPD’s Office of Development. The Office of Development utilizes a public-private partnership model and provides loans, grants and/or incentives to assist in the finance of housing development projects that will benefit low- and moderate-income New Yorkers.

The Division of Building and Land Development Services is the largest division within the Office of Development with over 120 staff composed of seven units, which include the Bureau of New Construction Design Review Services, the Bureau of Preservation Design Review Services, the Bureau of Engineering, the Bureau of Construction Services, Environmental Planning Unit, the Policy Unit, and the Program Management Unit.

**Your Impact:**

As an Assistant Architectural Intern, you will work closely with the Executive Director of Preservation Design Review Unit and will be responsible for completing tasks that will further the needs of the Preservation Design Review Unit.

**Your Responsibilities**

 As an Assistant Architect Intern you will:

* Review and evaluate drawings/plans, scopes of work, and specifications, prepared by consultants for compliance with New York City Building and Construction Codes, Zoning Resolution, HPD Design Guidelines, and handicap accessibility design standards;
* Assist in preparing tracking reports and maintaining a well-organized and centralized document management system that tracks the progress of each project throughout the design and construction review process;
* Attend meetings with other HPD Program staff and development partners to track project progress and resolve any complicated design issues or impediments that may arise;
* Administrative Duties:  Drafting of office correspondence, filing and other special projects as assigned.

**Minimum Qualification Requirements**

Graduate students with a background in Architecture, Urban Planning, or related field, and possess a basic understanding and some knowledge base of New York City building and construction codes, as well as Federal, State, and City housing codes and regulations. Will also consider accomplished undergraduate students pursuing degrees in the above referenced fields of study with strong quantitative analysis skills

**Preferred Skills:**

The ideal candidate must have experience with utilizing Microsoft Office, Bluebeam, Adobe Acrobat, have strong verbal and written communication skills, strong interpersonal skills, and analytical skills.

**Note:**

**Please note that to be considered for this internship your course study must be in relation to the work listed and you must either be receiving credit from your university or you must be receiving a weekly stipend from your university for your work being done at HPD.**

**How to Apply:**

Please send resume and cover letter to Marie Hook at hookm@hpd.nyc.gov with subject line marked “BLDS Fall Intern.”

**NOTE:** Only those candidates under consideration will be contacted.