

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Kate Kitchener

E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

UNIT DESCRIPTION (Max characters 1000)

The Bureau of Recycling and Sustainability (BRS) plans, implements, promotes, and evaluates DSNY's recycling, reuse, and waste prevention programs. The Bureau runs programs, conducts research, facilitates trainings and site visits; participates in public events; develops and deploys educational materials and social media campaigns to help residents, schools, agencies and institutions, and businesses sustainably manage their waste.

POSITION TITLE (Max characters 100)

DSNY-001 - Sustainability - Reuse and Donations

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will work on reuse and donations programs. Duties will include:

1. Office Assistance

a. Help organize, schedule and conduct follow-up for meetings with inter-agency partners, affiliates, and local reuse organizations.

b. Assist with program organization, including management of project management software system.

c. Perform general administrative duties, as needed, such as answering phone calls, sending emails, updating e-calendar, taking notes, etc.

2. Operations Assistance

a. Learn basic operational duties for ReuseNYC's online donation coordination system and support system administrative staff, as needed.

b. Help in the organizing of events, such as workshops, trainings and conferences.

c. Participate in training and exercises related to donations management in disasters.

3. Research & Reporting

a. Draft, edit and review copy for program reports and documents.

b. Conduct general research and surveys related to the program and create basic excel databases/spreadsheets for review and analysis.

c. Create and edit PowerPoint presentations.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Candidate must be currently enrolled in a graduate program in an accredited college, university or law school. Must have expert knowledge of Microsoft Excel. Work may be required on some weekends.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.nyc.gov

SALARY RANGE

\$720.50 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-001- - Sustainability - Reuse and Donations Graduate Intern