

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 Jessica Schreiber

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-003 - Sustainability - Apartment Programs Analyst

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will work on recycling trainings, re-fashionNYC, e-cycleNYC, high-rise organics collection, and outreach events. Duties will include:

- Working with outreach staff training NYC apartment building staff, management and residents
- Compile large data sets into meaningful statistics for tracking
- Detailed data cleaning and organization
- Assist in program development
- Trainings and site visits as needed
- Administrative work as part of the enrollment process, including updating contacts, placing orders, record keeping, data entry, follow-up
- Collect, analyze, and write up results of work conducted over the course of the internship.

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, prior experience with Microsoft Access preferred. May require some early morning or evening work (as early as 6am and as late as 8pm). Work may be required on some weekends. Fluency in multiple languages a plus.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dny.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-003- Sustainability - Apartment Programs Analyst Graduate Intern