

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 Jennifer Kline

E-MAIL summerinterns@dny.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-016 - Sustainability - Schools Unit

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff in the Schools Unit, the Intern will assist with Golden Apple Awards, our environmental contests for NYC schools. Responsibilities include:

- Act as a liaison with Sustainability Coordinators at the schools
- Process the schools' project entries
- Work with our judges panel from prestigious environmental agencies and organizations
- Schedule and process inspections of the schools' recycling programs
- Assist in streamlining contest process and developing new schools recognition program
- Coordinate prize distribution and award presentation ceremonies
- Write summaries of the winning projects to be posted on our website

The intern will be able to point to this webpage as the product of their internship.

Our webpage <http://www.nyc.gov/goldenapple> - especially prior year winners - provides background on this program.

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

- As of June 2016, prospective intern must be a student matriculated in a college or be a recent college graduate (Winter/Spring).
- Proficiency in use of leading word-processing, spreadsheet, and database applications, including MS Office Suite, Word, and PowerPoint
- Must have intermediate knowledge of Microsoft Excel, prior experience with Microsoft Access preferred
- Comfort and ability to correspond and interface with the public
- Strong administrative, organizational, and writing skills
- Ability to prioritize work load and work independently
- Interest in and prior experience in schools, organics recovery, recycling, and sustainability preferred

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

\$433.50 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-016 - Sustainability - Schools Unit Undergraduate Intern