

2018 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME
DEPARTMENT OF SANITATION

DIVISION

Office of the Commissioner

ADDRESS1 125 WORTH STREET
ADDRESS2 NEW YORK, NY 10013

CONTACT NAME Elizabeth Balkan
E-MAIL ebalkan@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)

Working in the Office of the Commissioner, the selected candidate will work with staff focused on organic waste and commercial waste policy.

POSITION TITLE (Max characters 100)

DSNY 016 - Summer Graduate Intern - Commissioner's Office - Food Waste Fair (2 positions)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Microgrant (foodwastefair.nyc/microgrants) program management

- Liaise with grantees and track their progress
- Organize meetups with grantees, microgrant program advisors and experts
- Storyboard and assist in production of video series showcasing grantees' progress / achievements

Public Food Waste Campaign

- Help develop metrics for evaluating campaign impact, press materials
- Coordinate with Purpose, campaign funders and implementing partners on distribution and payment
- Communications support via Mailchimp, social media, etc

2018 Food Waste Fair planning and production

- Conduct outreach towards a fall expo even hosted by DSNY and the Foundation for New York's Strongest (for more info, see: foodwastefair.nyc)
- Interview vendors / write copy for profile-oriented social media campaign released daily in advance of the FWF
- Post-mortem documentation of the event, creating an internal and external-facing report
- Create lists and other materials for attendees, like "top ten things you as a business can do" or "how to meet the carter of your dreams?"
- Follow up with vendors before the event to make sure they're coming and have the info they need
- Set up pre-event phone calls with all panelists / workshop leaders / keynote speakers / live demonstrations about format and logistics

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

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

Prefer candidate with the qualifications below:

- Must be currently enrolled in an accredited graduate program in environmental science, public policy/ administration, urban planning, food studies, or a related field.
- Excellent organizational skills and strong attention to detail
- Experience in community and stakeholder outreach a plus
- Strong computer skills; must be comfortable using Microsoft Word and Excel.

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

\$830.55 weekly

☒ Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin tentatively on May 28 and last between 10 and 13 weeks.

2018 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 Kevin O'Sullivan

E-MAIL mrosa@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, composting, and waste prevention programs. The Schools Unit at BRS runs programs, conducts research, facilitates trainings & site visits; participates in public events; develops & deploys educational materials & social media campaigns to help residents, schools, agencies and institutions, and businesses sustainably manage their waste.

POSITION TITLE (Max characters 100)

DSNY 005 - BRS Sustainability - Summer Graduate Intern for Schools Unit (1 position)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff in the Schools Unit, the Graduate Intern will work on a range of administrative and outreach tasks associated with the unit. Work will primarily help build programmatic efforts of the Zero Waste Schools initiative. Responsibilities include:

- Act as a liaison with NYC school stakeholders - this may include field work across all five boroughs
- Perform data entry and analysis using both Access database and Excel spreadsheets
- Assist with outreach and training to school stakeholders
- Assist in writing, editing, and compiling feedback on communication and educational materials for BRS and the Zero Waste Schools initiative, including print materials, website, social media, videos, and reports
- Assist with the organization and creation of social media content for the Zero Waste Schools Website and Awards.

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.
- 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

- Knowledge of, and experience with, mapping / Global Information System (GIS) software 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 mrosa@dsny.nyc.gov

SALARY RANGE

\$830.55 weekly

☒ Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on or after May 21 and last between 10 and 13 weeks.

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2018 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

Bureau of Recycling and Sustainability (BRS)

ADDRESS1 44 BEAVER STREET

ADDRESS2 NEW YORK, NY 10004

CONTACT NAME Samantha MacBride

E-MAIL mrosa@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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UNIT DESCRIPTION (Max characters 1000)

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POSITION TITLE (Max characters 100)

DSNY 006 - Summer Graduate Intern - Operations Management

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, this intern works with BRS Managers in planning and executing field operations having to do with the provision of Organics Recycling bins to New York City residences and apartment buildings, and in conducting operations research and process optimization for other BRS programs in waste prevention, reuse, recycling, composting, and sustainable waste management.

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

Candidate must be currently enrolled in an graduate degree in an accredited college, university or law school. We prefer the students have coursework in Operations Management, Facilities Management, and/or Operations Research will be given priority. Must have good knowledge of Microsoft Excel and Word. Familiarity with hand held field data management, fleet operations and logistics, and human resource management is a plus. Must be willing and able to lift up to 30 lbs.

APPLICATION PROCESS (Max characters 700)

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

SALARY RANGE

\$830.55 weekly

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ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

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2018 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

Bureau of Recycling and Sustainability (BRS)

ADDRESS1 44 Beaver St, 5th Floor

ADDRESS2 New York, NY 10004

CONTACT NAME Ashlee Barker

E-MAIL mrosa@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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UNIT DESCRIPTION (Max characters 1000)

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POSITION TITLE (Max characters 100)

DSNY 002 - Sustainability - Apartment Programs (2 Summer Graduate Intern positions)

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, these interns will work on recycling trainings, refashionNYC, ecycleNYC, and outreach events. Duties will include:

- Train NYC apartment building staff, management, and residents
- Attend and engage participants at outreach events
- Communicate effectively with diverse communities
- Perform site visit to buildings enrolling in Apartment Programs in all boroughs
- Recruit buildings for participation in Apartment Programs
- Administrative work as part of the enrollment process, including updating contacts, placing orders, record keeping, data entry, follow-up
- Assist in program development and troubleshoot common problems
- 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
- Knowledge/interest in recycling, sustainability, civic engagement, public outreach
- Ability to prioritize work load and work independently

- Strong communication skills
- Interest in field work and person-to-person interaction
- Experience working with a wide range of computer applications (Excel, MS Word, Google Docs, etc).
- Critical thinking skills and experience improving programs
- 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 mrosa@dsny.nyc.gov

SALARY RANGE

\$830.55 weekly

☒ Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on or shortly after May 21 and last between 10 and 13 weeks.

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2018 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

Bureau of Recycling and Sustainability (BRS)

ADDRESS1 44 Beaver Street

ADDRESS2 New York, NY

CONTACT NAME Andrew Hoyles

E-MAIL mrosa@dsny.nyc.gov

PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

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POSITION TITLE (Max characters 100)

DSNY 060 - Summer Graduate Interns (2) - Organics Outreach

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff in the Organics Outreach team, the Graduate Intern will work on a range of outreach tasks associated with the growth and development of the organics enrollment program and will assist the Senior Coordinator in the following areas:

- Schedule and conduct site visits to potential organics enrollment sites.
- Train NYC apartment building staff, management, and residents to participate in organics collection service.
- Attend and engage participants at outreach events.
- Troubleshoot issues with organics collection service through phone calls, site visits, and community meetings.
- Analyze data related to organics enrollment participation and write up results of work conducted over the course of the internship.
- Act as a liaison with residents, community leaders, and building managers for publicly accessible, privately managed food scrap drop-off sites across all 5 boroughs of NYC.
- Conduct necessary administrative follow up and program on-boarding activities.

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.

- Knowledge/interest in recycling, sustainability, civic engagement, public outreach
- Ability to prioritize work load and work independently
- Strong communication skills
- Interest in field work and person-to-person interaction
- Experience working with a wide range of computer applications (Excel, MS Word, Google Docs, etc).
- Critical thinking skills and experience improving programs
- 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 (Organics Graduate Intern) to mrosa@dsny.nyc.gov

SALARY RANGE

\$830.55

☒ Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

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