# 2019 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF SANITATION

## DIVISION

Bureau of Recycling and Sustainability (BRS)

### ADDRESS 1
44 Beaver St, 5th Floor

### ADDRESS 2
New York, NY 10004

## CONTACT NAME
Ashlee Barker, Senior Manager

### E-MAIL
mrosa@dsny.nyc.gov

### PHONE

### FAX

## AGENCY DESCRIPTION

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

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

DSNY - BRS Sustainability Graduate Summer Interns - Apartment Programs Outreach Specialist (2)

## INTERNSHIP RESPONSIBILITIES

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

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

SALARY RANGE
Summer Graduate Intern Salary is $24.73 per hour

☒ Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS
Assignments will begin on or shortly after June 5 and last between 10 and 13 weeks.

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