

2019 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF SANITATION

DIVISION

DSNY/BUREAU OF RECYCLING AND SUSTAINABILITY

ADDRESS 1 44 BEAVER STREET

ADDRESS 2 NEW YORK, NY 10004

CONTACT NAME Maria Rosas

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, 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

Archives and Records Management Graduate Summer Intern, BRS

INTERNSHIP RESPONSIBILITIES

Under the supervision of BRS staff, the archivist intern will arrange and process a collection of documents relating to waste prevention, reuse, recycling and composting history of DSNY. Tasks will include arranging, rehousing, and cataloging records and publications. The intern may be called upon to support Director in high level internet research and annotation of peer reviewed articles, grey literature, and websites of other city agencies.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY

Candidate must be currently enrolled in an accredited graduate program in library science, archival studies, history, or a related field. Must have good knowledge archival principles including finding aides and best practices. of Microsoft Excel and Word, and archiving principles and tools. Must be detail-oriented, organized, and able to work independently or collaboratively. Knowledge of New York history, public policy, or recycling considered a plus. Individuals who have taken coursework in cataloging or archival description are strongly encouraged to apply.

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 after May 21 and last between 10 and 13 weeks.

nyc.gov/dcassip
