

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 Kate Kitchener

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-005 - Sustainability - Special Waste

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, the intern will work on SAFE Disposal Events, Special Waste Sites and Agency Safe Handling, Duties will include:

- Coordinate the details of citywide and neighborhood events
- Conduct site visits
- Unify outreach messaging between varied PubEd materials (i.e. website, HHW Guide, mailers, etc.)
- Assist with Special Waste Site pick- ups
- Educate the public about Harmful Household Waste
- Reconcile Invoices and updating budgets
- Collect, analyze and write up reports of work conducted over the course of the internship
- Administrative work as needed.

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 intermediate knowledge of Microsoft Excel.
Will require some early morning, late evening and /or weekend work.
May require lifting objects 15lbs or more.

APPLICATION PROCESS (Max characters 700)

Email resume and brief cover letter indicating the title of the position to summerinterns@dsny.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-005 - Sustainability - Special Waste Graduate Intern