

2017 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

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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)

Summer Graduate Intern - DSNY 004 - Archivist, Research and Operations Unit

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

Under the supervision of BRS staff, this 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 (Max characters 1500)

Candidate must be currently enrolled in or a recent graduate of an accredited graduate program in library science, archival studies, history, or a related field. Must have good knowledge 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 (Max characters 700)

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

SALARY RANGE

\$795.47 per week

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Assignments will begin on June 5 and last between 10 and 13 weeks.

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