

# 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 Joan Byrnes

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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 006 - Collections Intern, Zero Waste Communications

### INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Under the supervision of BRS staff, the collections intern will provide support to Zero Waste Communications and its library of communications materials. The intern's primary responsibility will be to inventory and catalog a collection of legacy print and promotional materials, with an eye for future use in a museum or public exhibit that would highlight DSNY's ongoing efforts around waste prevention, reuse, recycling, and composting. Additionally, the intern may be called upon to assist with other departmental communications tasks as needed.

#### RESPONSIBILITIES

##### Collections Inventory:

- Conduct an inventory of print and promotional materials stored at BRS
- Categorize, organize and arrange items in a way conducive for department needs
- Conduct background research on materials in collection as needed
- Assist in creating a system to track storage

##### Fulfillment:

- Learn about current recycling programs to be familiar with all pieces available to order by the public
- Understand needs of residents in different housing stock to be able to process orders without waste.

DSNY website:

- Update web links from various organizations to make sure users can find the relevant information on our website
- Research and edit our existing webpages.

**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, museum studies, archival studies, history, or a related field. Must have good knowledge of Microsoft Excel and Word. Must be detail-oriented, organized, and able to work independently and collaboratively. Knowledge of New York history, public policy, or recycling is a plus. Individuals who have practical experience with cataloging, especially using Dublin Core metadata standard, are strongly encouraged to apply.

**APPLICATION PROCESS (Max characters 700 )**

Email resume and brief cover letter indicating the title of the position to which you are applying to [mrosa@dspy.nyc.gov](mailto:mrosa@dspy.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.

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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