HPD Summer Internship Opportunities 2016

About HPD
Established in 1978, the New York City Department of Housing Preservation and Development (HPD) is the largest municipal housing preservation and development agency in the nation. The agency’s mission is to promote quality housing and diverse, thriving neighborhoods for New Yorkers through loan and development programs for new affordable housing, preservation of the affordability of existing housing stock, enforcement of housing quality standards, and educational programs for tenants and building owners.

HPD is responsible for carrying out Housing New York: A Five-Borough Ten-Year Plan, Mayor Bill de Blasio’s initiative to build or preserve 200,000 affordable housing units and to help both tenants and landlords preserve the quality and affordability of their homes. HPD is leading the Mayor’s charge, in partnership with over 13 sister agencies, advocates, developers, tenants, community organizations, elected officials, and financial institutions. For more information on HPD, please visit www.nyc.gov/hpd.

HPD Internships
Every summer, HPD invites students from colleges, graduate programs and law schools to spend the summer with us learning about affordable housing and experiencing public service. Interns provide valuable work on key agency initiatives. To complement the work experience, HPD interns are invited to meet with the agency’s Commissioner and to participate in a group site visit, and are encouraged to participate in housing-related events hosted by partner organizations. HPD Internships are unpaid.1

Attached is a list of the current internship opportunities at HPD. Each write-up includes a description of the work of the division sponsoring the position, as well as expected start-dates. For more information about our divisions, please refer to our website at www.nyc.gov/hpd. You can also learn more about us at www.facebook.com/nychpd and www.twitter.com/nychousing.

How to Apply
☐ Internships are administered by individual divisions: there is no centralized process for applying. If you are interested in more than one position, you must submit separate applications for each.
☐ Each unit requires that the applicant forward a cover letter and resume to the contact person.
☐ Applications are accepted on a rolling basis and positions are filled on a rolling basis.
☐ Please reach out to the listed contact person if you have questions about a position.

Duration of Internships
☐ Internships are generally available between May and September.
☐ There is no uniform start- or end-date for internship assignments; those are determined in discussion between the intern and his/her supervisor.

If you have any additional questions about the HPD Summer Internship Program, please contact Elizabeth Greenstein, HPD Director of External Affairs, at greenste@hpd.nyc.gov.

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1 Students of participating NYC colleges and universities who qualify for the Federal Work Study Program as part of their financial aid packages might be eligible to be paid through the Public Service Corps. More information can be found here or check with your financial aid office.
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<th>HPD’s Organizational Chart can be found on our website at <a href="http://www1.nyc.gov/site/hpd/about/organization-chart.page">http://www1.nyc.gov/site/hpd/about/organization-chart.page</a></th>
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<td>Asset Management</td>
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<td>Building and Land Development Services (multiple positions)</td>
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<td>Descriptions may be revised after this guide has been published. Be sure to confirm all information when you apply for specific programs. Additional opportunities might be added as new needs arise.</td>
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<tr>
<td>Asset Management</td>
<td>Asset Management - HDFC Co-Ops</td>
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<td>Tenant Resources - Family Self-Sufficiency Program</td>
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<td>Community Partnerships</td>
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<td>All interns work out of HPD’s offices at 100 Gold Street in lower Manhattan. HPD cannot reimburse for travel expenses.</td>
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Division of Performance Management and Analytics
Internship (Unpaid)

About the PMA Team
The Division of Performance Management and Analytics (PMA) works to improve NYC Housing Preservation and Development (HPD) operations through data integration, performance measurement, and analysis. Working closely with senior management and agency program areas, as well as the Divisions of Technology and Strategic Development (TSD), Strategic Planning (DSP), Research, and Budget, the PMA team:
• Identifies performance and outcome measures for the agency and program areas and prepares internal and external performance reports
• Directs agency information management by creating a framework to ensure data quality and integrity, integrating information across HPD, and improving access and ability to use data for operational strategy
• Sponsors technology projects with agency-wide benefits
• Partners with program areas and TSD to insure technology development encompasses analytics needs and takes into account broad agency benefits
• Analyzes administrative and other data for performance management and other agency needs

Internship Description
Over the past 20 years, HPD and its partners have financed the preservation or creation of over 200,000 affordable units throughout the City. As more units are established through the Mayor’s Housing New York plan, it is important that these properties remain financially and physically stable over the long-term. PMA works closely with the Office of Asset and Property Management to improve the Office’s capacity to leverage data for operational insights and performance measurement. PMA is seeking an enthusiastic, talented intern to support these data-driven efforts to protect the City’s affordable housing investment.

Potential projects and tasks include:
☐ Design and conduct analysis, pulling from multiple data sources, to assess physical and financial risk/performance in HPD’s portfolio of existing affordable housing
☐ Assist with the design of new performance metrics in collaboration with key divisions in the Office of Asset and Property Management and make recommendations, as needed, for additional data collection or integration
☐ Conduct data cleanup and analysis of development team entities and owners/officers associated with affordable housing properties to better understand these entities with which HPD does business
☐ Present findings, data visualization, and products to senior staff
☐ Other special projects as needed

The intern can expect to gain experience with data analysis, data management, data visualization, and performance measurement in the context of affordable housing policy.

Preferred Skills
The ideal candidate should have strong analytical, writing, research, and communications skills.
• Has experience with MS Excel at a minimum and MS Access preferred; experience with SQL, SAS, SPSS, Stata, R, or Python is a plus
• Excellent organizational and problem solving skills with the ability to initiate and apply creative solutions
• Strong project management, research, communication, and data analysis skills, as well as an ability to work independently
• Detail-oriented, collaborative and dependable
• Has or is working towards an advanced degree in a relevant field (e.g., Data Science/Informatics, Public

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Administration, Public Policy, Urban/Regional Planning, Business Administration, or Management/ Organizational Science)

Dates: Flexible; 8-12 week commitment expected

Hours: Flexible within Monday-Friday 9am – 5pm

To apply please send resume and cover letter to Maggie Raife at raifem@hpd.nyc.gov with subject line marked “PMA Internship”.