

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.

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.

List of HPD Internship Placements Office

	<i>Division or Program</i>
Asset & Property Management	Asset Management - DEP Pilot
Asset & Property Management	Asset Management - HDFC Co-Ops
Asset & Property Management	Housing Supervision - SCRIE Program
Asset & Property Management	Policy & Operations - Finance Unit
Asset & Property Management	Policy & Operations - Homeless Placement Services Program
Asset & Property Management	Property Management & Client Services - TIL Program
Development	Building and Land Development Services (<i>multiple positions</i>)
Development	Development Executive Office
Development	Housing Incentives - Tax Incentives/421a Program
Development	New Construction - Multifamily New Construction Program
Development	New Construction - Sandy 1-4 Family Rebuild Program
Development	Preservation Finance - Green Housing Preservation Program
Development	Preservation Finance - Multifamily Housing Rehabilitation Program
Development	Preservation Finance - Participation Loan Program
Development	Property Disposition & Finance - Affordable Neighborhood Co-Ops
Financial Mgmt & Tenant Resources	Tenant Resources - Continued Occupancy Unit
Financial Mgmt & Tenant Resources	Tenant Resources - Family Self-Sufficiency Program
Financial Mgmt & Tenant Resources	Tenant Resources - Quality Assurance and Special Programs
Legal Affairs	Procurement Services
Neighborhood Strategies	Coastal Resiliency Planning and Policy
Neighborhood Strategies	Community Partnerships
Neighborhood Strategies	Inclusionary Housing
Neighborhood Strategies	Neighborhood Planning
Neighborhood Strategies	Planning - Pre-Development Planning Unit
Performance Management & Analytics	
Strategy, Research & Communications	Communications - Graphic Design
Strategy, Research & Communications	Communications - Writing
Strategy, Research & Communications	Regulatory Compliance (<i>3 positions</i>)

HPD's Organizational Chart can be found on our website at <http://www1.nyc.gov/site/hpd/about/organization-chart.page>

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.

All interns work out of HPD's offices at 100 Gold Street in lower Manhattan. HPD cannot reimburse for travel expenses.

Office of Strategy, Research & Communications
Office of Communications
Editorial Intern (unpaid)

About the Office of Communications

HPD's Office of Communications is a high profile, fast-paced unit that is involved in nearly every aspect of the agency's work. The team is responsible for setting the strategic direction of the agency's communication work and messaging on key mayoral and agency priorities and initiatives related to affordable housing, including drafting statements, press releases, speeches, op-eds, advisories, social media posts and responses, etc.; handling media inquiries on a wide range of topics in close coordination with other agencies and partners as well as with City Hall's press office; organizing and executing a wide range of housing-related events; managing the agency's website, including its content; creating and updating collateral materials on HPD programs and initiatives; and ensuring a consistent and effective marketing and public identity for all HPD's work; among other responsibilities.

More information is available on our website at www.nyc.gov/hpd. You can also learn more about what we do on our social media platforms. Find us at www.facebook.com/nychpd and www.twitter.com/nychousing.

Internship Description

The Office of Communications is looking to bring on an intern with strong writing and editorial skills and an interest in affordable housing and public-sector communications. Reporting to the Assistant Commissioner of Communications and working closely with members of the Communications team, the intern will be responsible for assisting with speech-writing, drafting press releases, developing original content for the website, and preparing materials related to the *Housing New York* plan, among other assignments. The intern will also be involved in efforts to brand HPD and its various programs and initiatives. This is a small unit with many possibilities to learn and grow in the position.

We are looking for an Intern who is a self-starter, takes initiative, and works well both independently and as part of a team. The ideal candidate should have strong analytical, writing, research, and communications skills, and be interested in developing a deep understanding of the agency's mission and work.

Dates: Flexible; 8-12 week commitment expected

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

To apply please send resume and cover letter to Libby Rohlfing at rohlfinge@hpd.nyc.gov with subject line marked "Editorial Intern."