



**Battery Park  
City Authority**

# Battery Park City Authority

## A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.



## Come Grow with US!

**Great Community!**

**Great Work Culture!**

<b>Job Title:</b>	<b>Human Resources Intern</b>
<b>Job Status:</b>	<b>Intern</b>
<b>Salary:</b>	<b>\$20 – \$22 per hour</b>
<b>Department:</b>	<b>Human Resources</b>
<b>Location:</b>	<b>200 Liberty Street, 24<sup>th</sup> Floor, New York, NY 10280</b>
<b>Additional Info:</b>	<b>Full-Time Internship – 37.5 hours per week</b>

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### POSITION SUMMARY:

The Summer Internship Program offers students work experience and professional guidance in several areas of the organization. Interns contribute to projects that support departmental work, develop new skills, and gain insight into their career interests. Interns will have the opportunity to explore behind the

scenes of Battery Park City Authority's innovative vision and design, complex public space management, leadership in sustainable practices, and commitment to outstanding public resources.

**Essential Functions:**

Under the direct supervision of the Director of Talent, the Human Resources Intern will assist in updating current job descriptions to ensure accuracy in employees' current responsibilities, qualifications and required skills.

- Review, organize, and update current job descriptions
- Meet with each department to review and collect updated required information
- Assist with drafting, editing, and finalizing job descriptions
- Organize updated information in shared drive
- Other duties, as needed

**Education and Experience:**

- Current Graduate Student in Human Resources, or Organizational Development
- Preferably 1 year experience working in Human Resources or in an office environment

**Skills:**

- Excellent organizational and communication skills
- Strong attention to detail
- Work well both independently and with others
- Ability to work with confidential information
- Reliable and punctual
- Strong interest in learning on the job

[Apply](#)

Battery Park City Authority is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law. All people with disabilities are encouraged to apply.