



**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>Planning, Design &amp; Construction Intern</b>
<b>Job Status:</b>	<b>Intern</b>
<b>Salary:</b>	<b>\$18 – \$20 per hour</b>
<b>Department:</b>	<b>Real Property</b>
<b>Location:</b>	<b>200 Liberty Street, 24th 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 AVP for Planning & Design, the Planning & Design Intern would assist in and perform the following tasks:

- Assist the team in the preparation of planning and design scopes for a variety of projects
- Assist in the development of graphics, presentation materials and reports
- Assist with project management for planning, design & construction projects
- Conduct basic research and data collection
- Organize and electronically file historic drawings
- Maintain records, collections and files related to specific projects
- Other duties, as needed

**Education & Skills:**

- Actively pursuing a degree in a planning, design or construction field.
- Matriculating upper class student or incoming transfer equivalent at an accredited four-year institution of higher learning, OR;
- Relevant experience and 44 credits\* earned towards a degree (Junior College credits are sufficient)

**Required Skills:**

- Excellent organizational skills
- Confident verbal and written communication skills
- Strong presentation, research, verbal, written, and graphic communications skills
- Strong organizational skills
- Reliable and punctual
- Strong interest in learning on the job with the ability to work well both independently and with others

[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.