



**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!

Job Title:	Diversity Intern
Job Status:	Intern
Salary:	\$18 – \$20 per hour
Department:	Administration
Location:	200 Liberty Street, 24th Floor, New York, NY 10280
Additional Info:	Full-Time Internship – 37.5 hours per week

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 Diversity, the Diversity Intern would assist in finalizing the Department's Standard Operating Procedures (SOPs) and conduct audit work required to ensure that BPCA's Minority and Woman- Owned Enterprise (MWBE) and Service-Disabled Veteran-Owned (SDVOB) program goals are met, and that the official system of record -B2G, accurately reflects BPCA's progress.

- The Diversity Department Intern will perform the following tasks:
- Assist with project audits, ensuring that diversity goals are being met and accurately documented
- Assist with drafting, editing and finalizing of Standard Operating procedures
- Pulling and compiling financial reports
- Detail-oriented data entry
- Assist the Director with project reviews, onsite visits, report preparation, and presentations
- Analyzing and summarizing relevant data; independently at times
- Attend relevant MWBE/SDVOB events
- Assist in procuring swag for the Diversity department
- Organizing Diversity's data in shared drives
- Other duties, as needed

Required Education:

- 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
- Intermediate to Advanced Microsoft Excel Skills (Data Manipulation, Filtering, Some Equations, PDF Editing, Charts, etc. – some training can be provided)
- Confident verbal and written communication skills
- Ability to work with confidential information
- 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.