



Princeton  
Internships in  
Civic  
Service

## **PICS 2010 Internship Description**

**Organization Name:** New York City Economic Development Corporation Strategic Planning

**Internship Location:** 110 William St, NY, NY 10038

**Required Dates:** Yes  No  If yes, internship must start on: \_\_\_\_\_ and end on \_\_\_\_\_ or  
must include the period:

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or  
housing will cost the student:

### **Expected working schedule for this internship:**

Start Time: 9:00 am                      End Time: 5:00 pm  
Lunch break:                      (duration)                      (specific time, if applicable)

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

### **Organization Description**

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

The New York City Economic Development Corporation (NYCEDC) is a non-profit organization that functions as a city agency, reporting to the Deputy Mayor for Economic Development and Rebuilding. The NYCEDC is charged with encouraging economic growth in New York City through a variety of means, including facilitating real estate development, improving infrastructure, attracting and retaining businesses, and conducting economic research and analysis. Additional information on NYCEDC can be found by visiting <http://www.nycedc.com/>.

### **Internship Description**

*Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

The PICS Intern will be placed in the Strategic Planning Office. S/he will be working closely with managers on multiple projects related to NYCEDC's strategic priorities and emerging issues for the City. Responsibilities include research, writing, financial and

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other quantitative analysis, planning, and presentation. SPLAN projects involve multiple public and private stakeholders, making teamwork and consensus building essential components of this role.

Strategic Planning (SPLAN) is a small, 10-15 person group composed mainly of former private-sector strategy consultants and is similar to that of an internal strategy group. It conducts a number of 3-6 month projects on different economic development challenges, conducting research and analysis, making recommendations, and building consensus. While the team creates the strategy for projects, it is less involved in implementation. These projects often involve the interests of other city agencies and the mayor's overall agenda.

### Key Responsibilities:

- Conduct research, financial modeling, data gathering and analysis, and expert interviews
- Aid development of policy recommendations as required by the specific project
- Assist in creation of PowerPoint presentations that communicate key project findings and recommendations to various audiences (e.g., senior EDC staff, City Hall staff, partner agencies, external stakeholders, etc)
- Work on multiple projects at any given time

## Intern Qualifications

*Describe any particular skills, background, or qualities you are seeking in an intern.*

Enterprising and resourceful, organized and results oriented, Energetic, pro-active, and collaborative while working in a team, Ability to prioritize among competing needs and opportunities, while managing against tight timelines, Strong demonstrated written and oral communications and presentation skills, Strong quantitative skills, Ability to 'set up the problem', look at the big picture and search for insightful, creative solutions, Interest in urban infrastructure and economic development issues, and Knowledge of New York City, State and Federal government (advantageous but not required).

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