

2025 NYC SUMMER INTERNSHIP PROGRAM

PARKS & RECREATION-011

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AGENCY DESCRIPTION

The New York City Department of Parks & Recreation manages 14 percent of the land in New York City with facilities ranging from playgrounds and large parks, to tranquil wooded areas and more than 14 miles of beaches. Parks serve as New Yorkers' backyards, as vital meeting areas for outdoor play and recreation – but also as an important tool in mitigating the effects of climate change, critical engines for economic growth and development.

NYC Parks' mission is to grow, maintain, and program a world-class park system prioritizing equity, access, safety, and nature.

Highlights of Parks' work over the last year include:

- Launching the Vital Parks for All plan, an initial investment of over \$3.2 billion across ten strategic initiatives to expand greenspace access, promote public safety, and engage New Yorkers in the stewardship of their local parks. Vital Parks for All delivers a plan to restore aging park facilities, bring new park resources where they are needed most, and empower New Yorkers with the data they need to advocate for their public greenspaces. This included the creation of the Vital Parks Explorer, a digital map that provides New Yorkers with data on park conditions to help them advocate for strategic investments and show how their parks compare to other communities across NYC.

- Joining Mayor Adams to launch “Let’s Swim NYC,” a more than \$1 billion capital investment in building, improving, and protecting New York City’s public pools over the course of five years. This funding marks the city’s highest investment in swimming infrastructure since the 1970s and includes two brand-new pools.

- Keeping New Yorkers healthy in the face of extreme heat by planting nearly 18,000 new trees, our highest tree planting total in the past six fiscal years — with a special focus on neighborhoods impacted by high heat vulnerability.

- Deploying additional “second shift” maintenance services to approximately 100 hot spots throughout the five boroughs, giving extra cleaning attention to the sites that most needed it. We also unveiled special trash receptacles designed specifically for pizza boxes, giving New Yorkers a place to dispose of their bulky boxes while limiting the food available to rodents.

- Helping visitors enjoy our greenspaces more comfortably by installing new baby changing tables in over 1,200 restrooms citywide, while also launching an ambitious initiative to build 46 new restrooms and renovate 36 existing restrooms throughout the five boroughs.

The work of our staff goes far beyond the maintenance of New York City’s nearly 30,000 acres and more than 2.5 million trees. Parks is the City’s leading programmer of cultural, athletic, and social activities, including nature walks, volunteer programs, sports clinics, historic house tours, and much more. In addition, Parks produces special events, concerts and movie premieres, and manages agreements with more than 300 businesses that operate on public parkland.

UNIT DESCRIPTION

The First Deputy Commissioner oversees the Community Outreach & Partnership Development Division, the Business Development & Special Events Division, the Communications Division and the Lifeguard Division. To assist the Citywide Chief of Special Programs, we seek candidates with excellent organizational and time-management skills, with the ability to manage competing priorities, and remain calm under pressure. The ideal candidate is a strong communicator, able to confidently and effectively collaborate with team members and other departments to ensure tasks and projects are completed on time.

POSITION TITLE

Special Projects Data Analytics Intern

INTERNSHIP RESPONSIBILITIES

- Assist in collecting, organizing, and analyzing data related to special projects, events, and programs within the Parks Department.
- Work extensively in Excel to track project outcomes, create data visualizations, and generate reports for internal stakeholders.
- Help maintain and update databases, ensuring the accuracy and completeness of the data.
- Participate in the preparation of presentations or reports for senior leadership, highlighting key findings and recommendations.
- Support administrative tasks related to project tracking, including organizing files and documentation for easy access and retrieval.

- Learn about the workings of citywide park initiatives and how data analytics supports decision-making within the department.

QUALIFICATIONS/SPECIAL SKILLS/AREAS OF INTEREST

- Strong proficiency in Microsoft Excel, including the use of formulas, pivot tables, and data visualization tools.
- Basic knowledge of data analysis techniques and statistical tools.
- Attention to detail with a focus on data accuracy and quality.
- Strong communication skills, both written and verbal, with the ability to convey technical information in a clear and understandable manner.
- Excellent organizational and time-management skills, with the ability to work independently and manage multiple tasks.
- Interest in urban planning, parks management, or public sector work is a plus.
- Previous experience with data entry, project management, or data analytics is preferred but not required.

ADDITIONAL INFORMATION

This internship offers an exciting opportunity to gain hands-on experience in data analytics within a dynamic and impactful public sector environment. The intern will gain valuable exposure to the operations of the NYC Department of Parks and Recreation and its special projects. Candidates should be self-motivated, eager to learn, and able to adapt to a fast-paced and evolving work environment.

APPLICATION PROCESS

Please email cover letter and resume to Leslie.Nusblatt@parks.nyc.gov