

Brooklyn Bridge Park (BBP) is an 85-acre, 1.3-mile public space that stretches along the Brooklyn waterfront. Our mission is to connect people, nature, and the waterfront through inclusive, innovative, and sustainable management and design. Our vision is to contribute to a healthier, more livable city.

Summary of Position

BBP is looking to hire a Capital Projects & Restoration Intern to assist on a variety of tasks related to the Park's construction and ongoing maintenance. The Summer 2024 intern will focus primarily on the Park's data management software, Cartegraph. Working alongside BBP's Data Asset Manager they will assist in a parkwide asset audit, collect data in the field, and identify new workstreams. The Intern will work with the Data Asset Manager on Cartegraph trainings for all BBP staff and help to maintain and develop a dictionary and inventory library. In addition to working in Cartegraph, the Capital intern will assist the Capital Restoration team with various administrative tasks and will work on archival document organization.

Essential Functions

- Contribute to ongoing project management.
- Data entry, data cleaning, and process development.
- Internal file-keeping.
- Planning and organizing.
- Assist in the organization of BBP's project archive and work on research projects.

About You

BBP seeks a candidate in architecture, landscape architecture, urban planning, urban design or related fields. We are seeking candidates who possess solid writing skills, research acumen, communications abilities, are familiar with design plans and construction project management, and are comfortable using Adobe Illustrator.

In addition, ideal candidates embody the following values:

- **You strive to be inclusive and collaborative.** At BBP, we recognize that doing our best work means working together. We have each other's back – and are helpful, humble and open.
- **You are committed.** At BBP, we approach our work with integrity, positivity, and pride. We are committed to the public, the park and each other.
- **You are a problem-solver.** At BBP, we prioritize learning, evolving and building creative solutions to ensure the Park remains a leader in sustainable green space for generations to come.
- **You value people and the environment.** At BBP, respect is important to us. We strive to trust each other, act with good intention and communicate with openness.

Additional Information

Candidates should be available to work up to 25 hours per week. This is a temporary paid internship. Typical hours range from 9am – 5pm. Pay rate \$20 p/h. Position runs from May 1, 2024 - August 30, 2024.

Please apply through this link:

<https://brooklynbridgeparkcorporation.applytojob.com/apply/viz0GbI5WI/Capital-Projects-Intern?source=BBP+website>

Brooklyn Bridge Park provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.