



Position Description

Management Systems

Intern

Reports to: Vice President

FLSA: Non-Exempt

Under the direction of the Vice President of Management Systems for Hudson River Park Trust (the "Trust" or "HRPT"), the Intern is responsible for (1) assisting with agency data collection and reporting activities through the integration of existing systems; (2) reviewing, updating and/or creating forms and documents; and (3) assisting in the planning and development of small relational databases and SharePoint platform.

Background:

The Trust is a public benefit corporation created by act of the New York State Legislature and a 501(c) (3) charitable organization. The mission of the Trust is to design, construct and maintain a prominent four mile long waterfront park on the west side of Manhattan. The Park includes landscaped public piers and display gardens, lawn areas, ecological planting zones, athletic fields, esplanades, docks, public sculptures and other special features. Also located within the Park are several commercial facilities, including the Pier 40 parking garage, Pier 57 development site, Circle Line excursion piers and Chelsea Piers. The Trust covers its \$25 million annual operating budget through rents, permits, fees, grants, donations and other private sources. Approximately 75% of the Park has been constructed with a mix of State, City and Federal capital funding, with most of the remaining unbuilt park in design and/or construction. Total investment in all facilities within the Park is approximately \$600 million.

Responsibilities/Duties:

The Intern is responsible for supporting the Management Systems department in analyzing present practices and implementing solutions geared towards enhancing organizations efficiency and productivity. Duties include, but are not limited to:

- Collecting, analyzing, and inputting data into the Trust's financial database and the New York State Contract System;
- Assisting in creating and updating forms by utilizing MS Word, MS Excel, and Adobe Acrobat;
- Assisting in the development of small relational databases via MS Access;
- Assisting in the planning and layout of the Trust's MS SharePoint platform.

Required Education and Experience:

- Bachelor's degree in public or business administration, information technology, finance or a related area, or college Senior working towards same;
- Excellent organizational and analytical skills;
- Familiarity with public sector procedures and operations a plus;
- Proficient with Microsoft Office Suite software (particularly Excel and Access), Adobe Acrobat; and/or other database platforms are a plus;

- Ability to prioritize tasks in a timely manner within a complex, rapidly evolving, and regulated environment.

Essential Traits:

- Motivated self-starter with ability to work independently
- Sound Business Judgment
- Ethical Conduct
- Strategic Thinking
- Problem Solving/Analysis
- Good Financial and Quantitative Skills
- Collaboration/Congeniality
- Thorough/Detailed/Organized
- Excellent Communication (written and oral)

Compensation/Benefits:

- \$15.00 per hour, there are no benefits associated with this position
- This is a seasonal position, from June to September
- The Intern is expected to work approximately 30-35 hours per week

Application Process:

Interested applicants are to submit a cover letter demonstrating their interest in the position and a resume to the Human Resources Department at resumes@hrpt.ny.gov. **Indicate Job Code: 2019 MGMNT SYS Intern in the subject line of the email.**

No phone calls please.

More information on the Hudson River Park is available at:

www.hudsonriverpark.org

The Hudson River Park Trust is an Equal Opportunity Employer

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.