



SUMMER INTERNSHIP:

BID Program Management Intern

Neighborhood Development Division

AGENCY DESCRIPTION:

The New York City Department of Small Business Services (SBS) is a dynamic, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

The Neighborhood Development Division supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 70 Business Improvement Districts (BIDs), SBS' Neighborhood Development Division oversees the provision of almost \$120 million in services annually. Neighborhood Development also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive grant program that funds commercial revitalization programs, and a number of capacity building initiatives to support the efforts of organization throughout the City.

The Neighborhood Development Division is seeking an Intern to join the BID Program Team and assist with BID program management and BID development activities. The Intern will report to the Executive Director for BID Program Management and Development and will be responsible for assisting in oversight activities, analyzing and reporting on BID needs, researching program impacts, and performing site visits. In addition, the Intern will research and develop resources that assist BID development efforts. The Intern will also assist in planning capacity building workshops for BID staff that focus on themes revealed in the Fiscal Year 2014 annual reports and performance evaluations.

Preferred Skills:

- Excellent MS Word, MS Excel, MS PowerPoint, and MS Outlook skills
 - Strong organizational and time management abilities
 - Excellent presentation, writing, and communications skills
 - Outstanding analytic, problem-solving, and creative thinking abilities
 - Interest in public policy and/or urban planning
 - Strong statistical analysis capabilities
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How to Apply:

You must be enrolled in an accredited college/university to qualify for this internship. Rate of pay is determined by undergraduate or graduate status.

To apply, please email your resume, cover letter and writing sample including the following subject line:
BID Program Intern to: careers@sbs.nyc.gov.

NOTE: Only those candidates under consideration will be contacted.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.