

## **SBS INTERNSHIP: WOMEN ENTREPRENEURS NEW YORK CITY (WE NYC)**

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### **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.

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### **Job Description:**

WE NYC (Women Entrepreneurs NYC) is a City initiative, led by SBS, to expand the economic potential of women entrepreneurs across the five boroughs. The City believes that supporting women entrepreneurs not only empowers women, but also uplifts entire families and communities. Women entrepreneurs are key economic actors in New York City – employing over 190,000 people and generating approximately \$50 billion in sales annually. In New York City, men own 1.5 times more businesses than women, employ 3.5 times more people and make on average 4.5 times more revenue. WE NYC's aims to help close this gap by serving 5,000 women entrepreneurs and small business owners over the next three years through a set of programs that address the need for networks/mentorship, capital, information and education. The WE NYC intern will conduct outreach through communication with partners and expansion of WE NYC's online presence.

### **Responsibilities:**

Some specific responsibilities include, but are not limited to:

- Assist with creating and implementing innovative grassroots strategy to engage WE NYC's audience of women entrepreneurs from underserved communities
- Support new programs for women entrepreneurs by coordinating communication with partners and soliciting feedback from participants
- Lead digital communication of WE NYC's programs through social media channels to increase awareness of WE NYC's programs and impact
- Provide support with data entry, program performance reporting, and monitoring of program impact

### **Preferred Skills:**

- Proven track record in entrepreneurship, economic development, or public policy
- Knowledge of challenges facing women business owners and strategies to advance their economic security
- Excellent written and oral communication and strategic thinking skills
- Experience with management of digital marketing platforms including social media channels and other content management systems preferred
- Bilingual English-Spanish or English-Mandarin written proficiency a plus
- Strong, detail-oriented project management skills

### **Qualifications:**

- Full-time undergraduate or graduate student
  - Ability to work a minimum of 12 hours per week
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### **How to Apply:**

Interested candidates should email their cover letter and resume to [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)  
ATTN: **Jacquelyn Martell**. Include: **"Intern, WE NYC"** in the email subject line.

### **ALSO:**

City Employees: Apply through Employee Self Service (ESS) at [www.nyc.gov/ess](http://www.nyc.gov/ess) search for **Job ID # 262997**

**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.**

All Other Applicants: Go to [www.nyc.gov/careers](http://www.nyc.gov/careers) search by agency Small Business Services and search for **Job ID # 262997**

Compensation is \$11.55 per hour for undergraduate students and \$14.15 for graduate students

**NYC residency is required within 90 days of appointment**

**NOTE: Only those candidates under consideration will be contacted.**

**If you do not have access to email, mail your cover letter & resume to:**

**NYC Department of Small Business Services  
Human Resources Unit  
110 William Street  
New York, New York 10038**