

FALL INTERNSHIP INTERN, BUSINESS PREPAREDNESS AND RESILIENCY PROGRAM

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, 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 Intern will be part of the [Business Preparedness and Resiliency Program \(Business PREP\)](#) team. Business PREP is a Community Development Block Grant Disaster Recovery Program (CDBG-DR) funded initiative that aims to better prepare businesses for natural or man-made disasters or any event that might disrupt their business operations. In partnership with the Mayor's Office of Recovery and Resiliency, other City agencies, and the Governor's Office of Storm Recovery, SBS is offering community workshops, on-line resources, and on-site resiliency assessments and post-assessments micro-grants to improve the resiliency of businesses and neighborhoods throughout New York City. As part of the Business PREP team, the Intern will contribute to the agency's efforts to support the resiliency of New York City businesses.

Roles and Responsibilities:

Some specific responsibilities include, but are not limited to:

- Coordinate workshop outreach and promotion with local partners
- Build and manage key relationships with community-based organizations across New York City
- Gather participant information and document service delivery to businesses in Customer Relationship Management tool Oracle on Demand.
- Manage the integration of business resiliency curriculum into other SBS educational services
- Track and report workflow and results on a regular basis to supervisor
- Support outreach and rollout of business resiliency assessments
- Contribute to the development of an evaluation plan for the business resiliency assessments

Preferred Skills:

- Experience in community engagement, marketing, or campaigning
- Excellent communication skills, both written and verbal
- Ability to work with multiple stakeholders from neighborhoods across New York City
- Ability to balance multiple tasks and prioritize own workflow

How to Apply:

Interested candidates should email their cover letter and resume to lbirnback@sbs.nyc.gov ATTN: Lara Birnback. Include: "**Fall Intern, Business PREP**" in the email subject line.

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID# 257416**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for **Job ID #: 257416**

Salary range for this position is: \$11.30 (undergrad) - \$13.90 (grad) per hour, commensurate with experience.

Work hours: 17 hours per week, schedule to be determined with supervisor.

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, 7th Floor
New York, New York 10038

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.