

INTERNSHIP:

Workforce Development – Executive

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:

SBS implements workforce development programs through 14 Workforce1 Career Centers operated by contracted service providers, which include non-profit, for-profit and educational organizations. The Workforce1 Career Centers placed New Yorkers in over 34,000 jobs in 2011, and has a goal of 40,000 in 2012.

The Policy and Planning Unit within the Workforce Development Division sets the strategic priorities for the Workforce1 system, develops and manages special initiatives, and engages with stakeholders at city, state, and federal levels.

The WDD Policy and Planning team is seeking a part-time Spring Intern to lead and/or assist on several special projects, including the development of a Workforce Innovation Fund grant proposal. The Intern will be responsible for the following, with additional tasks to be defined based on the Intern's interests as well as the needs of the Division:

- Assist on scoping, developing, and writing a Workforce Innovation Fund grant proposal to advance policy knowledge in the workforce development field by scaling and evaluating a promising new initiative
- Manage a research project related to advancing job placement scale for the Workforce1 system
- Co-manage the implementation of the national evaluation of the Workforce Investment Act through on-the-ground technical assistance and ongoing monitoring
- Participate in additional high-priority initiatives and strategic projects to improve programs, services, operations, and interaction with customers

In executing these responsibilities, the Intern will work closely with the Division's Deputy Commissioner, Assistant Commissioner for Policy and Planning, and Senior Advisors. The Intern will gain a high-level perspective of the Division and a deep understanding of workforce development efforts in New York City.

Qualifications:

The Ideal Intern will have:

- Ability to analyze programs and policies based on numerical evidence
 - Superior ability to communicate effectively and responsively
 - Strong organizational skills with exceptional attention to detail
 - Experience meeting performance targets in a self-driven, results-focused environment
 - Interest in labor markets, workforce policy, economic indicators, and/or business trends
 - Superior aptitude in Excel, Word, PowerPoint, and GIS (preferred)
 - Experience with program management, project management, grant writing, and/or program evaluation (preferred)
-

How to Apply:

You must be enrolled in an accredited college/university to qualify for this internship.

To apply, please email your resume and cover letter including the following subject line: **WDD-Executive Intern, Workforce Development** to: **careers@sbs.nyc.gov**

NOTE: Only those candidates under consideration will be contacted.