

## **SUMMER INTERNSHIP:**

### **Neighborhood Development – BID Program Management**

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#### **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.

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#### **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 67 Business Improvement Districts (BIDs), SBS' Neighborhood Development Division oversees the provision of almost \$100 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 Development Team and assist in the compilation of data from annual reports submitted by the City's network of BIDs. The Intern will report to the Director of BID Program Management and will be responsible for aggregating and analyzing Annual Report fiscal and impact data. In addition, the Intern will assist in producing reports that highlight BID best practices and illustrate trends in BID expense allocation and revenue sources. The Intern will also assist in planning capacity building workshops for BID staff that focus on themes revealed in the Fiscal Year 2011 Annual Reports.

#### **Qualifications:**

- 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.**

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

**This is a paid internship for the summer.**

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