

SUMMER INTERNSHIP:

Capacity Building and Corporate Partnerships Intern Division of Economic and Financial Opportunity

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.

DIVISION DESCRIPTION: The Division of Economic and Financial Opportunity (Division) is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

Job Description:

The Capacity Building and Corporate Partnerships Unit is responsible for Minority- and Women-owned Business Enterprise (M/WBE) capacity building programs designed to provide education, training and services to help businesses successfully compete for contract opportunities in both the public and private sectors. The programs in the portfolio include:

- NYC Construction Mentorship
- Bond Readiness
- Corporate Alliance Program (CAP)
- NYC Teaming

The role of the Capacity Building and Corporate Partnerships intern will be to provide program support to the unit through the delivery of capacity-building initiatives and programming to small businesses and M/WBEs. We are currently seeking an intern to focus on building and implementing several strategic projects for this Unit.

Intern projects & responsibilities may include some, but not all, of the following, as needed:

The **Corporate Alliance Program (CAP)** connects small businesses and certified M/WBEs to contracting and capacity-building opportunities in the private sector.

- Assist with developing and executing the Unit's 2015 CAP Strategy Plan. Some tasks include: assist in gathering qualitative/quantitative data from all CAP partners (i.e. supplier diversity outcomes, contracts won, success stories). Help to capture data for the CAP Score Card. Research and conduct environmental scan for new "Corporate Social Responsibility & City Corporate Partnerships" platform.
- Help to coordinate CAP partner affinity group projects. Work with program manager and CAP partners to establish schedule, priorities and meeting tasks, develop group goals and implement/execute events and programming.
- Conduct and analyze research with regards to corporate supply chain management, supplier diversity and sustainability.
- Perform communication and outreach to firms on behalf of the program and develop collateral in support of each of the services.
- Assist with event management including workshop registration, preparation, on-site coordination and follow-up evaluations and surveys.

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.



NYC Teaming provides education about teaming arrangements and business matchmaking events to connect potential partners in order to compete for larger and new contract opportunities.

- Support program manager with initiatives, events, coordination, as needed.
- Help identify, define and track program measures to meet program goals.
- Conduct surveys with participants to understand challenges and needs, and to identify successes.

NYC Construction Mentorship & Bond Readiness Programs provide business, financial and construction management education and training to construction and trade M/WBEs selected to participate in these cohort-based, multi-month programs.

- Support program manager with initiatives, events, coordination, as needed.
- Help conduct surveys with participants to understand challenges and needs, and to identify successes.
- Assist with coordinating with City agencies for contract opportunities.

NYC Goods and Services Mentorship Program will provide professional services, standard services and goods M/WBEs selected to participate in this cohort-based, multi-month program with business assessment and management education, a growth plan and technical assistance to help them compete for City contract opportunities.

- Support program manager with execution of contractor RFP process and related events coordination, as needed.
- Help conduct surveys with participants to understand challenges and needs, and to identify successes.
- Assist with coordinating with City agencies for contract opportunities.

Preferred Skills:

- Willingness to pitch in on all levels of work, including various administrative tasks
- Demonstrated skills related to project coordination and event management
- Experience with MS PowerPoint and Excel, and Outlook email/calendar system
- Experience drafting communications documents, good writing skills
- Aptitude for CRM or database systems
- Strong interpersonal and communication skills, including verbal and written communication with a diverse constituency
- Highly developed collaboration skills
- Ability to work in deadline-driven environment
- Experience in presenting himself/herself in a professional environment

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: **Capacity Building & Corporate Partnerships Intern** to: careers@sbs.nyc.gov.

NOTE: Only those candidates under consideration will be contacted.

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