

## **INTERNSHIP:**

### **Corporate Partnerships and Education Intern Business Development Division**

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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 Business Development Division Corporate Partnerships and Education Unit is responsible for small business and Minority- and Women-owned Business Enterprise (M/WBE) education and capacity-building programs. The programs in the portfolio include:

- Bank Advisory Council (BAC)
- Corporate Alliance Program (CAP)
- Strategic Steps for Growth (SS4G)
- FastTrac
- NYC Teaming

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

Main Projects & Responsibilities can include:

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

#### Projects

- **Assist with developing and executing the 2013 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 enhance CAP Score Card and develop a CAP newsletter. Research and conduct environmental scan for new "Corporate Social Responsibility & City Corporate Partnerships" platform.
- **Help to implement new mentor program structure for Corporate Coaching.** Build and disseminate marketing collateral, assist with technical support where needed, help to manage recruitment efforts for new cohort.

#### Other Daily Tasks

- Assist in managing and administering this public-private partnership and its M/WBE capacity-building services: M/WBE Recruitment Service, Corporate Alliance/ Columbia University Construction Mentorship, Corporate Coaching, and Corporate Skills Training.
- Conduct and analyze research with regards to corporate supply chain management, supplier diversity and sustainability, as assigned.
- Identify, define and track program measures to meet program goals.

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- 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.

**Strategic Steps for Growth (SS4G)** *Strategic Steps for Growth* provides a nine-month executive educational program to M/WBEs and small businesses in the media and entertainment industry in partnership with NYU.

Projects

- Alumni program development
- Survey development
- Recruitment research

**FastTrac** provides two educational offerings: 1) *NewVenture* for aspiring entrepreneurs with a business idea, to help them determine if they're idea could become a viable business; and 2) *GrowthVenture* for business owners in early stage of business looking to establish a growth strategy.

Projects

- Survey enhancement
- Metrics and reporting structure

**NYC Teaming**

- Collaborate with project team members to support meetings, conduct research, draft presentations and manage website content as needed.
- Assist with workshop registration, set-up, on-site coordination
- Identify, define and track program measures to meet program goals.

Data Management

- Update attendance and grade information for all programs
- Assist with creating reports for all programs in collaboration with Strategic Operations and IT

**Qualifications:**

- Willingness to pitch in on all levels of work, including various administrative tasks
- Demonstrated skills related to project management
- Experience with MS PowerPoint and Excel
- 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

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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, cover letter and writing sample including the following subject line: **Corporate Partnerships & Education Intern** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov).

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

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