



## Agency Legal Intern:

Office of Legal Counsel – Department of Small Business Services

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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.

### Division/ Program Description:

The Office of **Legal Counsel** provides legal support to all SBS programs, initiatives and divisions. Under the supervision of the General Counsel / Deputy Commissioner for Legal & Regulatory Affairs, and the Deputy General Counsel, the Legal Counsel Unit ensures that SBS programs are operating efficiently and are in compliance with all applicable Federal, State, and City laws.

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### Job Description:

#### Agency Legal Intern

Under the supervision and direction of Agency Counsel, the Agency Legal Intern is expected to:

- Conduct research of Federal, State and City laws and programs and provide recommendations and interpretations of law to Agency Counsel;
- Participate in meetings with program staff and review policy and programs to ensure compliance with applicable rules and regulations;
- Assist with the M/WBE appeals and decision process; draft opinions, present facts and decisions to Agency Counsel and M/WBE program staff.
- Review and draft contracts relating to Workforce Development initiatives, Commercial Revitalization initiatives, and general Economic Development and other SBS programs.
- Assist Agency Counsel in preparing documents for New York City Law Department review and approval, and communicate contract approval and process/procedures to the programmatic divisions within SBS.

Interns will be expected to work full time from late-May through early-August in accordance with the City's specified summer intern schedule. Interns will have a dedicated workspace and individual email address at SBS.

## **Qualifications/Special Skills/Areas of Study:**

All applicants for the legal intern position should possess the following:

- Have or be pursuing a Juris Doctorate (J.D.) (preference given for rising second or third year law students.)\*\*
- Strong research, analytical and writing skills.
- Ability to communicate clearly and effectively. Have an interest in economic development, urban planning, program management, nonprofit law and capacity building, government affairs, corporate governance practices, in-house counsel practice, or a related field.

## **How to Apply:**

To apply, please email your resume, cover letter, and a brief legal writing sample (maximum four pages; should provide evidence of legal citation, writing style, and clarity) including the following subject line: Agency Legal - SUMMER 15 to careers@sbs.nyc.gov and should "CC":

Christopher M. Bruno, Esq., Agency Counsel (chbruno@sbs.nyc.gov)

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

**The City of New York Department of Small Business Services is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**