

SUMMER INTERNSHIP:

Graduate Intern, Avenue NYC Program

Neighborhood Development Division

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:

The Neighborhood Development Division (NDD) provides several core services to help local economic development corporations serve their communities:

- **Business Improvement District (BID) Administration** – From helping retail corridors come together to form a BID, to providing established BIDs with assistance and oversight, NDD makes it possible for BIDs to thrive in NYC.
- **Avenue NYC Program** – Avenue NYC is a funding program designed to help organizations such as LDCs, merchant associations, and BIDs revitalize low- to moderate-income communities.
- **Workshops & Technical Assistance** – NDD also offers various capacity building initiatives to help local economic development organizations address common issues. From programs designed to help fill vacant storefronts, to workshops and training, NDD helps neighborhood development organizations do more for New York City.

The Neighborhood Development Division is seeking a Graduate Intern reporting to the Avenue NYC Executive Director. The Intern will focus specifically on working directly with non-profit economic development organizations funded through SBS' Avenue NYC program on a range of initiatives to ensure they are effectively serving their commercial districts.

Avenue NYC Performance Management

The Intern will:

- Compile and analyze performance data from Avenue NYC-funded organizations to track progress against goals
- Develop and regularly update dashboards for the Avenue NYC program
- Create specifications and procedures for systems/tools that will enable the division to collect and track performance data for the Avenue NYC program

Avenue NYC Capacity Building Assistance

The Intern will:

- Assist in the development and administration of trainings to individual Avenue NYC organizations on a range of commercial revitalization activities, including business attraction, placemaking, and neighborhood economic development planning
- Assist Avenue NYC organizations with the development of new technologies that support their commercial revitalization work through SBS' Avenue NYC Website Program and other initiatives
- Assist in the coordination of other capacity building services.

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.



Qualifications:

- Interest in economic development, urban planning, program management, nonprofit management, capacity building, government affairs, grant administration, or a related field.

Preferred Skills:

- Professional experience carrying out commercial revitalization activities in community-based economic and/or neighborhood development organization
- Experience in program design and implementation
- Excellent analytical, written and oral communication skills
- Excellent Microsoft Office skills, including MS Word, MS Excel, MS PowerPoint, MS Outlook. Familiarity with Visio or Adobe Acrobat 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: **NDD Performance Mgmt Intern** to: **careers@sbs.nyc.gov**

NOTE: Only those candidates under consideration will be contacted.