

SUMMER INTERNSHIP:

NYC Business Solutions – Industrial Program

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:

NYC Business Solutions has been at the forefront of the Mayor's commitment to help businesses open, operate and expand in New York City, providing business owners and entrepreneurs the ability to access government services by phone, internet and in person. SBS has contracted with eight vendors throughout the City's designated Industrial Business Zones to provide services that cater specifically to industrial businesses, while being fully integrated into the NYC Business Solutions larger network of policies, programs and entities. Specific duties include:

Assisting the NYC Business Solutions Program Management team with projects and ongoing initiatives to improve the services offered to small businesses through the NYC Business Solutions industrial providers:-

- 1) Conducting market research and analysis of the demand for procurement (government & corporate) assistance for industrial and manufacturing related businesses in New York City.
- 2) Identify and document examples of successful national models that support the growth of manufacturing businesses through procurement services.
- 3) Develop an inventory of industrial/manufacturing related NYC-based organizations to potentially pursue for city-wide partnerships.
 - Conduct research, interviews, etc with industrial providers to better understand the relationship with partner organizations throughout the city.
 - Identify and document examples of best practices currently in place at industrial Providers
- 4) Provide recommendations on how best to identify and structure city-wide partnerships for industrial providers.

Qualifications:

- Demonstrated interest in economic development, public policy and or related fields.
- Excellent interpersonal skills and the ability to work well with staff across a variety of positions and levels of seniority throughout the agency and in the field
- A strong commitment to continually improving the impact of services
- Superior writing and communications skills; strong organizational skills; and the ability to balance multiple deadline-driven projects
- A proven ability to work well alone and on a team
- Experience in data gathering, qualitative and quantitative research and analysis, project management, and program evaluation
- Proficiency in MS Office, including Excel and PowerPoint

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: **BDD-NYC Business Solutions** to: **careers@sbs.nyc.gov**

NOTE: Only those candidates under consideration will be contacted.