

SUMMER INTERNSHIP POSITION: WORKFORCE DEVELOPMENT, GRADUATE TRAINING INTERN

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 Workforce Development Division (WDD) Training team leads programs that provide benefits for both jobseekers and businesses. These programs help New Yorkers gain new skills, increased compensation, and provide opportunity for career advancement. These programs also help employers to identify and implement training programs that can reduce turnover and increase productivity, thereby lowering the cost of doing business in New York City and increasing business profits. Specifically, the summer intern will work closely with the Program Manager and reporting directly to the Assistant Commissioner of Small Business Capacity Building on the following two programs, the first being a new initiative and second a recently launched program:

1. WDD Training in conjunction with local technology firms, universities and nonprofit sector, is developing a new technology training programs for adults to match the workforce needs of the technology sector.
2. ***Made in NY Media Employee Training (MET)*** is a program in partnership with the Mayor's Office of Media and Entertainment (MOME), that helps companies grow their business and enter new markets by training employees in the newest technologies and platforms. The program kickoff last November and has awarded over \$100,000 to businesses.

Focusing on the following areas:

- Development of the technology training program including outlining the structure of the program, crafting a request for proposals (RFPs) to hire training provider and assist with the launch of the program.
- Assist in MET awards application review, interview process, preparation and presentation of the firms to the Board of Workforce Development Corporation, which is chaired by the Commissioners of SBS and MOME for grant approval.
- Participate in and support team meetings, management reporting, and project status updates.

Preferred Skills:

- Excellent organizational skills with the outstanding aptitude to multitask and quickly resolve issues
- Strong attention to operational details and the ability to document step-by-step processes
- Excellent communication and interpersonal skills are critical to the succeeding at this position.
- Solid knowledge of government procurement processes highly desirable but not required
- A high ability with MS Word, Excel, PowerPoint, Visio, Project and Outlook with the ability to deliver flow charts, process flows and create presentations
- Must be able to work both independently and collaboratively in a team environment
- Exceptional writing skills

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.



- Outstanding analytic skills
- Strong computer skills (MS Office suite)
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments
- Experience working with cross-functional teams and diverse groups of people

How to Apply:

You must be enrolled in an accredited college/university to qualify for this internship.

TO APPLY:

To apply for consideration, please send a cover letter and resume referencing the title of this position to: careers@sbs.nyc.gov

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.