

INTERNSHIP:

Business Incentives Intern

Business 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 Business Incentives Unit administers several of the City's largest as-of-right incentives programs which are designed to encourage businesses to grow and relocate within New York City; and also oversees the contracts of the City's Industrial Business Provider Network. The Unit is also responsible for providing consultations and technical assistance for businesses and business representatives on accessing/ applying/maximizing federal, state and city incentives. Specifically, the Unit oversees the Energy Cost Savings and Lower Manhattan Energy Programs.

The NYC Business Incentives Unit is seeking an intern reporting to the Assistant Commissioner of Business Incentives to provide support to the Unit leadership in the following areas. Specific responsibilities will include:

- Assisting with monitoring business activity for Energy Programs to ensure on-going program compliance to ensure that the over 800 continue to conform to program rules
- Providing technical and analytical support for program outreach and cross promotion
- Supporting Assistant Commissioner in aggregating and analyzing data, and preparing presentations/reports for new initiatives/projects as assigned
- Supporting the Division's efforts to assist Manufacturing and Industrial Firms including its interaction with contracted NYC Business Solution Providers (Vendors who manage local industrial areas in all 5 boroughs).
- Assist with drafting Strategic Operating Plan for the Industrial Program
- Create Financial Checklist template for industrial providers helping businesses with loan applications
- Follow-up with clients assisted by industrial providers through phone calls and e-mail
- Build lender matrix database, assist with lender follow-up to ensure quality assurance in customer referrals
- Review industrial providers performance and create report analyzing trends and industrial provider fact sheets
- NYC Industrial Provider Website and provide recommendations for updates

Qualifications:

The Ideal Intern will have:

1. Strong writing, analytical and organizational skills
 2. Comfortable speaking in Public
 3. Demonstrated competence in Microsoft PowerPoint, Excel and Word
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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 and cover letter including the following subject line: **Business Incentives Internship** to: careers@sbs.nyc.gov

NOTE: Only those candidates under consideration will be contacted.