

SUMMER INTERNSHIP:

Division of Economic & Financial Opportunity (DEFO) – Labor Services

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 **Division of Economic and Financial Opportunity** is committed to encouraging a competitive and diverse New York City Business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process

The **Labor Services Unit** ensures that jobs created by New York City contracts and the Industrial and Commercial Abatement Program (ICAP) are available to all qualified individuals regardless of race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status. Labor Services helps contractors implement fair employment policies and practices, and assists them in their efforts to increase the representation of minorities and women in their workforce.

Labor Services is seeking an **intern** to retrieve and review hard copy of files and determine completeness of the applications submitted to the Unit. The Intern will update the electronic records in the Labor service database accordingly to reflect the overall status of the ICIP and ICAP applications. For files that are incomplete, the intern will make recommendations on missing documents for follow-up with the applicant and communicate findings to the unit leadership.

Preferred Skills:

- Ability to analyze and evaluate data and processes
 - Interest in continual process improvement and project management
 - Ability to gather and synthesize information from a wide variety of sources and communicate it effectively to senior staff and decision makers
 - Strong interpersonal and written/verbal communication skills and the ability to work across functional areas of division
 - Excellent prioritization and time management skills
 - Positive attitude, self-motivated, organized and detail oriented
 - Proficient in the use of Microsoft Office (Outlook, Excel, Word, PowerPoint), Visio, and Access.
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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: **LABOR SERVICES** to: careers@sbs.nyc.gov

NOTE: Only those candidates under consideration will be contacted

This is a paid internship: Undergrad/\$12.00