

## SPRING INTERNSHIP:

### Spring Intern, Business Preparedness and Resiliency Program

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#### 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.

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#### Job Description:

The Spring Intern will be part of the [Business Preparedness and Resiliency Program \(Business PREP\)](#) team. Business PREP is a Community Development Block Grant Disaster Recovery Program (CDBG-DR) funded initiative that aims to better prepare businesses for natural or man-made disasters or any event that might disrupt their business operations.

As part of the Business PREP team, the Intern will contribute to the agency's efforts to support the resiliency of New York City businesses. A major part of Business PREP is a series of business resiliency workshops to educate small businesses. The Intern will help coordinate the workshops in neighborhoods across the city, working with local SBS partners to both market the workshops and raise awareness around resiliency. The Intern will also help develop the marketing plan for the program components that are scheduled to launch in the spring of 2016.

#### Roles and Responsibilities:

Some specific responsibilities include, but are not limited to:

- Coordinate workshop outreach and promotion with local partners
- Build and manage key relationships with community-based organizations across New York City
- Take lead in development of marketing plan for 2016/17
- Gather participant information and document service delivery to businesses in CRM tool
- Track and report workflow and results on a regular basis to supervisor

#### Preferred Skills:

- Experience in community engagement, marketing, or campaigning
  - Excellent communication skills, both written and verbal
  - Ability to work with multiple stakeholders from neighborhoods across New York City
  - Ability to balance multiple tasks and prioritize own workflow
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#### How to Apply:

Interested candidates should email their cover letter and resume to [bnewman@sbs.nyc.gov](mailto:bnewman@sbs.nyc.gov) ATTN: Benjamin Newman. Include: "Spring Intern, Business PREP" in the email subject line.

**Salary range for this position is: \$11.30 (undergrad) - \$13.90 (grad) per hour, commensurate with experience.**

**Work hours: 17 hours per week, schedule to be determined with supervisor.**

**NOTE:** Only those candidates under consideration will be contacted.