

INTERNSHIP:

Corporate Partnerships and Education 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 Development Division Corporate Partnerships and Education team is responsible for small business and Minority- and Women-owned Business Enterprise (M/WBE) education and capacity building programs. The programs in the portfolio include:

- Bank Advisory Council
- Corporate Alliance Program (CAP)
- Strategic Steps for Growth (SS4G)
- NYC Teaming

The role of the Corporate Partnerships and Education intern is to provide program support to the unit through the delivery of capacity building and educational initiatives to small businesses and M/WBEs. We are currently seeking an intern to focus on the Corporate Alliance Program. The Corporate Alliance Program (CAP) connects certified M/WBEs to contracting and capacity-building opportunities in the private sector. Responsibilities include:

Corporate Alliance Program

- Assist in managing and administering this public-private partnership and its M/WBE capacity-building services: M/WBE Recruitment Service, Corporate Alliance/ Columbia University Construction Mentorship, Corporate Coaching, and Corporate Skills Training.
- Conduct and analyze research with regards to corporate supply chain management, supplier diversity and sustainability, as assigned.
- Develop and execute a strategic plan for gathering and analyzing past and future program feedback.
- Identify, define and track program measures to meet program goals.
- Perform communication and outreach to firms on behalf of the program and develop collateral in support of each of the services.
- Assist with event management including workshop registration, preparation, on-site coordination and follow-up evaluations and surveys.

Other tasks include:

NYC Teaming

- Collaborate with project team members to support meetings, conduct research, draft presentations and manage website content as needed.
- Assist with workshop registration, set-up, on-site coordination

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- Update attendance and grade information for all programs
- Create reports for Corporate Alliance Program, and NYC Teaming, in collaboration with Strategic Operations and IT

Qualifications/Preferred Skills:

- Willingness to pitch in on all levels of work, including various administrative tasks
- Experience with MS PowerPoint
- Experience drafting communications documents
- Aptitude for CRM or database systems
- Strong interpersonal and communication skills, including verbal and written communication with a diverse constituency
- Highly developed collaboration skills

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: **Corporate Partnerships & Education Intern** to: **careers@sbs.nyc.gov**

Intern will be compensated on an hourly basis to commensurate with educational attainment. Work schedule will be 17 hours per week set in consultation with the Intern.

NOTE: Only those candidates under consideration will be contacted.