SUMMER INTERNSHIP:

Intern
Executive Office

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:

- Work with the Chief of Staff and Senior Advisor for Strategic Initiatives to support the day- to-day operations of the Executive Office
- Work with the Executive staff to liaise with other divisions to gather and create briefing materials for the Commissioner's events and meetings
- Write remarks and correspondence for the Commissioner
- Provides support to help produce the weekly report which is sent to the Deputy Mayor, detailing Agency activities
- Assist with the planning of the Agency's signature annual event, the Neighborhood Achievement Awards
- Complete additional responsibilities and special projects as assigned

This position requires a highly motivated, detail-oriented individual with excellent communication skills. This individual must also be able to handle logistics and effectively organize information.

Preferred Skills:

- Strong research, analytical and writing skills
- Ability to communicate clearly and effectively
- Quantitative/Qualitative analysis
- Excellent interpersonal skills
- Understanding of business terms and language
- Familiarity with New York City neighborhoods and economic development

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: Executive Office Intern to: **careers@sbs.nyc.gov**

This is a paid internship. Graduate $16.00/Undergraduate $12.00

NOTE: Only those candidates under consideration will be contacted.

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.