

SUMMER INTERNSHIP:

Avenue NYC Program Neighborhood Development

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.

The Neighborhood Development Division (NDD) provides several core services to help community based development organizations serve their communities:

- **Business Improvement District (BID) Administration** – From helping retail corridors come together to form a BID, to providing established BIDs with assistance and oversight, NDD makes it possible for BIDs to thrive in NYC.
- **Avenue NYC Program** – Avenue NYC is a funding program designed to help organizations such as LDCs, merchant associations, and BIDs revitalize low- to moderate-income communities.
- **Workshops & Technical Assistance** – NDD also offers various capacity building initiatives to help local economic development organizations address common issues. From programs designed to help fill vacant storefronts, to workshops and training, NDD helps neighborhood development organizations do more for New York City.

The Neighborhood Development Division is seeking a Graduate Intern reporting to the Avenue NYC Executive Director and Senior Policy Advisor. The Intern will focus specifically on working directly with non-profit economic development organizations funded through SBS' Avenue NYC program on a range of initiatives to ensure they are effectively serving their commercial districts.

Avenue NYC Performance Management

The Intern will:

- Compile and analyze performance data from Avenue NYC-funded organizations to track progress against goals
- Develop and regularly update dashboards for the Avenue NYC program
- Create specifications and procedures for systems/tools that will enable the division to collect and track performance data for the Avenue NYC program
- Assist in the processing of monthly payment requests and organization performance evaluations
- Liaise with selected organizations in preparation for FY15 fiscal year grants, and work with organizations to draft scoping documents
- Conduct assignments relevant to the commencement of the FY15 fiscal year

Preferred Skills:

- Professional experience carrying out commercial revitalization activities in community-based economic and/or neighborhood development organization
- Experience in program design and implementation
- Excellent analytical, written and oral communication skills
- Excellent Microsoft Office skills, including MS Word, MS Excel, MS PowerPoint, MS Outlook. Familiarity with Visio or Adobe Acrobat preferred.

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.

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: **AVE NYC Program 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.