

Small Business First Legal Intern:

Division of Business Acceleration, Policy and Planning unit

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.

Division/ Program Description:

The Division of Business Acceleration provides a variety of services directly to individual business owners to help them open, operate, and expand. The Division also works to improve the overall regulatory environment for small businesses through the Small Business First initiative. Small Business First is a citywide initiative lead by the Policy and Planning unit and the Mayor's Office of Operations, aimed at reforming regulations, policies, and processes that impact businesses. The initiative seeks to help businesses by:

- Improving services to underserved businesses;
- Providing owners with better information about government requirements;
- Making it easier to comply with government requirements to help owners prevent violations; and
- Decreasing the overall burden or costs of opening and operating.

Job Description:

Background: The Policy and Planning unit in conjunction with the Mayor's Office of Operations is working to improve the regulatory climate in New York City by executing regular, focused reviews of the City's regulations that impact small businesses. The goal of these reviews is to simplify rules and regulations as appropriate to ensure that New York City has an environment that promotes transparency and enables businesses to thrive. The review is expected to be focused on a topic chosen by the Small Business Advisory Board, a group made up of representatives of local business owners, industry associations, economic development organizations, and community groups in New York City.

Description: Under the supervision of the Assistant Commissioner for Policy and Planning (an attorney) and in collaboration with members of the Policy and Planning team and the Department Counsel, the Small Business First legal intern will be expected to provide analytical and research support as well as be responsible for the following assignments:

- (1) Conduct a review of laws, rules and processes governing a specified topic impacting businesses in New York City and make recommendations for potential changes;

- (2) Summarize findings in a report that can be shared with high-level stakeholders;
- (3) Conduct research on the potential impact on small businesses of various proposed changes; and
- (4) Develop standardized methodology for Small Business First's annual review of laws, rules and processes, including a literature review on best practices in regulatory review.

Qualifications/Special Skills/Areas of Study:

All applicants for the legal intern position should possess the following:

- Have or be pursuing a Juris Doctorate (J.D.) (preference given for rising second or third year law students);
- Strong legal research, analytical, and writing skills;
- Interest in issues relating to municipal government and administrative law;
- Ability to communicate clearly and effectively;
- Regulatory background is a plus;
- Ability to think creatively; and
- Advanced knowledge of MS Excel and other MS Office programs.

Specifications:

SBS is seeking one law student (rising 2L or 3L) for this summer-long internship, scheduled during the summer of 2016. The intern will be located at the New York City Department of Small Business Services, 110 William Street, NY.

Salary for this position is \$16.00 hourly for 35 hours per week.

How to Apply:

To apply, please email your resume, cover letter, and a brief legal writing sample (maximum four pages; should provide evidence of legal citation, writing style, and clarity) including the following subject line: SB1 Legal - Summer '16 to careers@sbs.nyc.gov and should "CC":

Adira Siman, Esq., Assistant Commissioner of Policy and Planning, Business Acceleration (asiman@sbs.nyc.gov)

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.