

SBS INTERNSHIP: NEIGHBORHOOD 360 FELLOWS PROGRAM NEIGHBORHOOD DEVELOPMENT DIVISION

Agency Description:

The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

New York City is a leader in building and supporting neighborhoods that thrive and innovate. SBS's Neighborhood Development Division (NDD) assists in the creation and viability of community-based development organizations (CBDOs) that advance the growth of commercial districts across the five boroughs. NDD works with CBDOs to build vibrant neighborhoods where New Yorkers can shop, work, and live by:

- Overseeing the largest network of Business Improvement Districts (BIDs) in the country, which delivers more than \$140 million in additional services throughout the five boroughs
- Offering training, tools, and one-on-one assistance to local community-based organizations
- Administering grant programs to strengthen and revitalize commercial districts
- Working with community partners to identify local commercial district needs and plan targeted solutions that support and strengthen neighborhood small businesses and local economic development

Job Description:

The Neighborhood Development Division is seeking a dynamic intern to support the agency's efforts to build the capacity of neighborhood-based nonprofit organizations serving commercial corridors across the city. Reporting to the Senior Program Manager for Capacity Building, the intern will primarily support projects related to the Neighborhood 360⁰ Fellows program, including but not limited to; Fellows and Host site recruitment and selection; data collection, cleanup, and analysis; the development, planning, and production of content for learning days, graduation, orientation, information sessions, and other 360⁰ Fellows events.

Additional information on the Neighborhood 360⁰ Fellows program and other Neighborhood Development Division programs is available here: www.nyc.gov/neighborhoods.

In addition, the intern may assist to convene partner organizations and neighborhood development practitioners to allow for exchange of best practices, innovative problem solving, understanding of challenges, and the need for ongoing technical assistance.

Other tasks may be assigned depending on interest and capacity.

Preferred Skills:

- Ability to coordinate and manage multiple tasks and projects and provide timely and clear updates to supervisors;
- Experience analyzing data, evaluating program impact, and writing reports;
- Experience creating promotional and marketing items for social media;
- Experience developing curriculum and coordinating meetings and events;
- Experience and established interest in community nonprofits, community-based planning and organizing, and local economic and neighborhood development issues;
- Familiarity with New York City commercial districts and neighborhoods, and/or working with local small business;
- Established interest in program management and administration;
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint, and Adobe Creative Suite.

Qualifications:

1. Student obtaining a baccalaureate or post baccalaureate degree from an accredited college.

How to Apply:

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.



careers
businesses
neighborhoods

To apply for this position, please email your resume and cover letter including the following subject line: **NDD Fall Intern** to: **careers@sbs.nyc.gov**

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 365676

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 365676

Salary: \$13.50 (undergrad) - \$17.90 (grad) per hour

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:

NYC Department of Small Business Services
Human Resources Unit
110 William Street, 7th Floor
New York, New York 10038