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SBS INTERNSHIP: WOMEN ENTREPRENEURS NEW YORK CITY (WE NYC) & BUSINESS PATHWAYS DIVISION BUSINESS SERVICES

Agency Description:

The New York City 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.

WE NYC (Women Entrepreneurs NYC) is a City initiative, led by SBS, to expand the economic potential of women entrepreneurs across the five boroughs. In New York City, men own 1.5 times more businesses than women, employ 3.5 times more people and make on average 4.5 times more revenue. WE NYC's aims to help close this gap by providing business services to women entrepreneurs through a set of programs that address the need for mentorship, capital, information and education.

Since 2015, the Business Pathways Programs have provided NYCHA residents with customized training and resources to start and operate their own food and childcare businesses, graduating over 300 entrepreneurs. SBS is currently working to adapt these programs to connect a broader set of low-income New Yorkers to entrepreneurial opportunities in additional sectors.

Job Description:

We are looking for a dynamic intern who will support the WE NYC and Business Pathways program teams to better serve our clients. The intern will work directly with WE NYC and Business Pathways program managers to support ongoing program activities and tackle special projects from the planning through the implementation and reflection phases.

Responsibilities:

Specific responsibilities include, but are not limited to:

- Devise, test, and implement (with supervision) methods to connect Business Pathways graduates to WE NYC services, including financing products, mentor sessions, events & workshops
- Identify barriers Business Pathways graduates face in using WE NYC services and propose solutions.
- Research organizations with community trust that could deepen the reach of the WE NYC and Business Pathways program into low-income communities of NYC (geographic & otherwise)
- Help to plan and draft digital communications to connect WE NYC and Business Pathways on social media.
- Assist with data entry, program performance reporting, and monitoring of program impact.
- Provide additional support for ongoing WE NYC and Business Pathways program activities, during and after regular work hours
- Create a report on scope of work and present to WE NYC and Business Pathways teams at the end of internship.

Preferred Skills:

- Interest in entrepreneurship, economic development, or public policy
- Knowledge of challenges facing women business owners and strategies to advance their economic security
- Excellent written and oral communication and strategic thinking skills



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- Experience with use of digital marketing platforms and social media channels
- Experience with Microsoft suite and online platforms such as Eventbrite and Survey Monkey
- Basic graphic design skills
- Capacity to perform accurate data entry
- Strong, detail-oriented project management skills
- Degree or course work related to business management, economic development, community-based programming, entrepreneurship
- Maximum of 17 per hours per week

Qualifications:

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

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line:

WE NYC and Business Pathways 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: 367642

All Other Applicants: Go to www.nyc.gov/careers search for Job ID: 367642

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

NOTE: Only those candidates under consideration will be contacted.

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 / New York, New York 10038