

## SUMMER INTERNSHIP:

### Neighborhood Development – Graduate Intern

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#### 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.

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#### Job Description:

The Neighborhood Development Division supports community-based economic development organizations throughout New York City in order to create the conditions under which local businesses thrive and residents enjoy access to a vibrant mix of goods and services. Through its network of 67 Business Improvement Districts (BIDs), SBS' Neighborhood Development Division oversees the provision of almost \$100 million in services annually. Neighborhood Development also partners with dozens of Local Development Corporations, Merchants' Associations and other neighborhood economic development organizations through Avenue NYC, a competitive grant program that funds commercial revitalization programs, and a number of capacity building initiatives to support the efforts of organization throughout the City.

The Neighborhood Development Graduate Intern will work with staff responsible for the oversight and management of the City's Business Improvement District Program and Avenue NYC Program, a competitive grant program that funds commercial revitalization programs, and a number of capacity building initiatives to support the efforts of organization throughout the City. The City's BID program invests over \$100 million dollars annually in programs and capital improvements in 67 commercial districts throughout the five boroughs. The intern will work with staff on day-to-day BID program management functions as well as a clean and safe commercial district initiative to bring supplemental sanitation and security services to commercial districts currently located outside of the 67 Business Improvement Districts.

As part of this work the Graduate Intern will be responsible for the research and creation of a policy proposal which explores programmatic interventions the Agency could take to support commercial districts not currently leveraging the BID model. Duties will include:

- Examination of the current barriers to BID formation in low-density and/or low-income commercial districts across the five boroughs;
- Benchmarking other municipalities' approaches to supporting supplemental services in commercial districts (with or without BID legislation);
- Analysis of current New York City BID budgets to determine cost implications for the implementation of supplemental services in non-BID corridors;
- Exploration of the legal, fiscal, procurement, and governance ramifications of leveraging the New York City BID mechanism to support proposed policy solutions; and
- Creation of recommended programmatic interventions that outline proposed approaches and associated costs and benefits to each.

#### Qualifications:

- Strong writing, editing and verbal communication skills
- Experience researching and crafting policy that will guide new programs
- Excellent organizational and time management skills
- Strong and demonstrable analytical skills
- Ability to work well in a team environment
- Enthusiasm and interest in exploring municipal government processes and how they impact program implementation
- Comfort with soliciting detailed information from internal and external stakeholders
- Excellent MS Office skills, including Excel analysis and PowerPoint presentation preparation



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**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: **NDD-Graduate Intern** to: **careers@sbs.nyc.gov**

**This is a paid internship for the summer.**

**NOTE:** Only those candidates under consideration will be contacted.