



careers  
**businesses**  
neighborhoods



## SUMMER INTERNSHIP: Intern, NYC Tech Talent Pipeline

---

### About the NYC Tech Talent Pipeline

The NYC Tech Talent Pipeline is a \$10 million industry partnership designed to support the growth of the City's tech sector and deliver quality jobs for New Yorkers and quality talent for New York's businesses.

The NYC Tech Talent Pipeline's efforts are focused on three core pillars of work:

- **ENGAGE:** We're working with New York's top employers to build today's training and education solutions for the jobs of tomorrow.
- **DELIVER:** We're working with partners to deliver education, training and job opportunities to New Yorkers and quality talent for New York's businesses.
- **DRIVE:** We're driving change across the city's largest institutions to deliver for New Yorkers and New York's businesses alike.

### Job Description

TTP is seeking a summer intern to help support and advance TTP's work in a variety of ways, including through research, report writing, data entry and analysis, and operations support, including but not limited to:

- Conducting research and analysis focused on TTP's efforts and industry demand
- Synthesizing large amounts of information into succinct descriptions
- Monitoring and compiling reports based on information gathered through contact with industry, partners and potential talent
- Data entry and management across multiple systems
- Providing any administrative support needed, including but not limited to collecting and organizing data, editing, photocopying, and filing
- Preparing documents and PowerPoint presentations for internal and external use
- Completion of additional projects and research, as needed

### Qualifications

- Highly motivated self-starter who can take a top-line directive and turn it into an excellent work product quickly and with minimal supervision
- Ability to identify multiple possible approaches to overcoming a challenge, brief senior team members on those options in a succinct way – both in writing and in person – and recommend an evidence-based course of action
- Can-do mentality and proven willingness to pitch in with all kinds of work as needed to get the job done, from making recommendations to making photocopies
- Superior analytical, writing, and communication skills
- Proven ability to work independently and as part of a team
- Enthusiasm for the NYC Tech Talent Pipeline's mission and eagerness to learn
- Ideally, experience using the following tools:

- CRM software
  - MailChimp, Constant Contact
  - Google Analytics
  - Adobe suite (Photoshop, Illustrator, InDesign)
- 

**How to Apply:**

**You must be enrolled in an accredited college/university to qualify for this internship.**

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

**Intern, NYC Tech Talent Pipeline** to: [careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)

**This is a paid internship.**

**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, 7<sup>th</sup> Floor, New York, New York 10038