



SUMMER INTERNSHIP:

Business Development Division – Business Incentives

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.

Job Description:

The Business Incentives Unit administers several of the City's largest incentives programs which are designed to encourage businesses to grow and relocate within New York City. In addition to managing incentives programs, the Unit assists in the development of incentives policy for the City and provides consultations/ technical assistance to business on accessing and maximizing savings through additional federal, state and city incentives. Specifically, the Unit oversees New York City's Energy Cost Savings Program (ECSP), Lower Manhattan Energy Program (LMEP) and Business Relocation Assistance Corporation (BRAC).

The NYC Business Incentives Unit is seeking an intern reporting to the Assistant Commissioner of Business Incentives to provide support to the Unit leadership in the following areas. Specific responsibilities will include:

- Assisting with monitoring business activity for on – going program compliance to ensure that the over 800 businesses receiving in excess of \$25 million dollars in benefits through SBS continue to satisfy the Law and Rules governing the program.
- Assisting the Unit to prepare business incentives training seminars to educate public and private partners on business incentives and additional NYC Business Solutions offered through SBS.
- Providing technical and analytical support for Incentives consultations and cross promotion of programs and services.
- Supporting the build-out of incentives estimator as part of NYC Business Express which includes drafting program description pages to be used for on-line content; researching tax credit formulas; and verifying changes to program benefit schedules and program eligibility criteria
- Supporting Assistant Commissioner in aggregating and analyzing data, and preparing presentations/reports for new initiatives/projects as assigned
- Supporting the Division's efforts to assist Manufacturing and Industrial Firms including interaction with Industrial Service Providers and NYC Business Solution Centers (Vendors who manage local commercial/ industrial areas throughout all 5 boroughs of the City).

Qualifications:

The Ideal Intern will have:

1. Strong writing, analytical and organizational skills
 2. Comfortable speaking in Public
 3. Competence in Microsoft PowerPoint, Excel and Word
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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: **BDD-Business Incentives** to: **careers@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.