



SUMMER INTERNSHIP:

Data & Analysis Intern

Innovation & Strategy Unit

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 Innovation and Strategy team, which works closely with the Commissioner's office, is responsible for guiding projects related to economic growth in New York City. Projects may focus on innovation, entrepreneurship and business support, talent development, and other relevant issues.

The Data & Analysis Intern will be responsible for researching how the team can leverage open data sources to support small businesses and entrepreneurship. Additionally, the Data & Analysis Intern will work closely with the rest of the Innovation & Strategy team to analyze public policy, programs, and legislation.

Key Responsibilities:

- Research and identify various open and public data sources that could support future small business and entrepreneurship initiatives
- Collect and prepare data from various open data sources for quantitative and qualitative analysis
- Analyze and write summary reports of quantitative datasets to highlight key trends and industry landscapes
- Generate data visualizations and other graphics
- Provide public policy analysis on a variety of short-term projects

Preferred skills:

- Currently enrolled in an undergraduate degree program (with a quantitative focus)
- Strong command of MS Office, including PowerPoint, Excel, and Word
- Strong written and oral communications and presentation skills.
- Strong quantitative and problem-solving skills, comfort building financial models, and skill working with data sets.
- Familiarity with statistical analysis (e.g. SPSS, SAS, Stata) and geographic analysis (e.g. ArcGIS)
- Energetic, pro-active, collaborative and strong team-player
- Knowledge of New York City and/or general issues relevant to economic development
- Energetic, pro-active, collaborative and strategic
- Demonstrated interest or experience in economic development, urban infrastructure, real estate, and/or public policy issues a plus
- Comfortable interfacing with senior management and stakeholders

How to Apply:

You must be enrolled in an accredited college/university to qualify for this internship. Rate of pay is determined by undergraduate or graduate status.

To apply, please email your resume and cover letter including the following subject line: **Data & Analysis Intern** 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.