



Bill de Blasio
Mayor

Small Business
Services

SUMMER INTERNSHIP POSITION:

Intern, NYC Tech Talent Pipeline

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 businesses in New York City to form, do business, and grow by providing direct assistance to business owners, fostering neighborhood development in commercial districts, and linking employers to a skilled and qualified workforce.

About the NYC Tech Talent Pipeline:

In May 2014, Mayor Bill de Blasio launched the NYC Tech Talent Pipeline, a \$10 million public-private partnership designed to support the growth of the City's tech ecosystem and prepare New Yorkers for 21st century jobs. The NYC Tech Talent Pipeline provides leadership, funding and support to public and private partners delivering technology education, training, and job opportunities to New Yorkers across the five boroughs.

In support of this mission, the initiative's efforts are focused on three core pillars of work:

1. **Engaging Industry:** Define needs, develop solutions, and secure commitments to inform efforts, train New Yorkers, and hire homegrown talent.
2. **Delivering Solutions:** Identify successful models and take to scale, identify gaps and build new solutions, and drive systems change through policy efforts.
3. **Mobilizing New Yorkers:** Generate interest, drive enrollment and facilitate connections to training, education, and job opportunities.

Job Description:

The NYC Tech Talent Pipeline is seeking a graduate summer intern to help advance its work. The intern will support the team through a wide variety of project-based work, including but not limited to:

- Setting up and/or providing input into program evaluation frameworks and analyses.
- Drafting and/or providing input into plans to support the sustainability and scalability of programs.
- Supporting the implementation of the team's communications strategy, including helping to direct and track the progress of vendor deliverables, drafting messaging, and drafting a framework for tracking key performance indicators (KPIs).
- Producing various policy briefs and recommendations for action.
- Synthesizing large amounts of information into succinct descriptions.
- Conducting research and analysis focused on initiative's efforts and industry demands.
- Providing any administrative support needed, including but not limited to data entry, editing, collecting and organizing data, photocopying, and filing.
- Preparing documents and PowerPoint presentations for internal and external use.
- Monitoring and compiling reports based on information gathered through contacts with industry, partners and potential talent.
- Completion of additional projects and research, as needed.



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Preferred Skills:

- 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 high-level analysis 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.

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

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, 7th Floor, New York, New York 10038