



# INTERNSHIP

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## MARKETING & DESIGN 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 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. With a staff of 300 employees and a budget of \$190 million, SBS is quickly becoming one of the most respected and dynamic agencies in the City. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

This is a great opportunity to work directly with the marketing manager in a busy communications office, building valuable public relations, communications and event management skills. We seek a highly-motivated and well-organized candidate to focus heavily on writing and research.

### **INTERNSHIP RESPONSIBILITIES:**

- Help conceptualize and craft marketing materials and strategies
- Help to use and monitor of various division branding guidelines
- Interact daily with agency divisions to gather information, present design concepts, update press clippings, etc.
- Write newsletter stories and website content
- Assist with report formatting and presentation creation
- Correspond with partners and local businesses/jobseekers served by the agency to gather information for marketing
- Help organize events i.e. Annual Neighborhood Achievement Awards at Gracie Mansion
- Additional responsibilities as assigned

### **QUALIFICATIONS/SPECIAL SKILLS/AREAS OF STUDY:**

- Background in graphic design and/or marketing
- Strong writer and communicator
- High level of craft in presentation materials, mock-ups, mounting posters, etc.
- Strong attention to detail in both digital and physical applications
- Positive attitude and strong interpersonal skills
- Graphic designs skills a must
- Working knowledge of Adobe CS3 Suite including Photoshop, Illustrator, and InDesign. Knowledge of Dreamweaver a plus.
- Experience in print production a plus.

**This is a paid internship**

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

To apply, **please email** your resume, cover letter and a writing sample (not to exceed two pages) including the following Subject Line: **Marketing & Design - Internship** to:

**[careers@sbs.nyc.gov](mailto:careers@sbs.nyc.gov)**

If you do not have access to email, please mail a cover letter & resume to:  
NYC Department of Small Business Services / Human Resources Unit  
110 William Street / New York, New York 10038

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities