Position: Waterfront Permits Intern
Division: Waterfront Permits Unit https://www.nyc.gov/site/sbs/businesses/waterfront-permits.page
Date: January 22 – June 30, 2024
Duration: 20 Hours Per Week, Paid @ $17.30/Hour

TO APPLY: Please send cover letter and resume to: mvarandani@sbs.nyc.gov

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Agency Description:
The Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

Job Description: SBS's Waterfront Permits Unit regulates construction permits related to improvements or maintenance of waterfront properties under its jurisdiction. Permitting operations include reviewing scope of construction, plan examinations for compliance with New York City Zoning and Building Code, issuing construction permits, coordinating inspections, close-outs, compliance and records management.

The Unit is offering a temporary position for an Intern to assist with application intake, records management and database searches, data analyses, preparing procedural forms and communication materials for applicants, updating web-page content, and assisting with developing communication materials for applicants.

The Intern will assist the Plan Exam team with processing applications, and support with conducting research as required, including preparing reports.

Job Responsibilities:
- Assist Plan Exam team with processing applications
- Support Waterfront Permits Unit with data search and analyses
- Assist with developing materials and conducting training
- Prepare illustrations and analytical maps as applicable
- Assist with updating content on website
- Assist with special research projects, as assigned

Preferred Skills:
- Aptitude and enthusiasm for waterfront construction projects
- Attentive to details and accuracy
- Strong communication and presentation skills
- Strong research and computer skills