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Auto req ID	1375BR
Company	BlueCross BlueShield of WNY
About Us	BlueCross BlueShield of Western New York is a division of HealthNow New York Inc., one of New York's leading health care companies that provides access to quality health care and solutions for members throughout Upstate New York. Since 1936, BlueCross BlueShield has helped millions of people gain access to health care. Headquartered in Buffalo, NY, the company is an independent Licensee of the BlueCross BlueShield Association. As the region's leading health plan, serving over 800,000 members. You can visit our website at www.bcbswny.com .
Title	Fall and Spring Internship - Corporate Relations
Position Posting Location	Buffalo
Status	Part Time Temporary or Per Diem
Hours	Monday - Friday, 8:30 - 1:00
Job Description	<p>The Corporate Relations Intern will work closely with the Manager of Community Relations to assist with community outreach, event management and sponsorship requests. This outgoing and dynamic individual will represent the organization in the public at community events as well as partake in administrative tasks related to corporate relations and sponsorship requests.</p> <p>This is a part-time, paid opportunity for the Fall and Spring semesters. The student must be able to work approximately 20 hours per week between our corporate headquarters located in downtown Buffalo and out in the community at events. You must be able to accommodate evenings and weekends and have reliable transportation to and from events.</p>
Primary Responsibility	<p>This internship presents the following Learning Objectives:</p> <ul style="list-style-type: none">• A clearer understanding of our brand recognition in the WNY community as well as on a national level.• Development of public speaking skills and how to best articulate thoughts.• Exposure to the event management process (planning, execution and follow-up).• Opportunity to develop and utilize project management skills which can be applied to any business setting.• How to effectively communicate and interact with all levels of management.
Knowledge and Skills	<p>Required Skills and experience:</p> <ul style="list-style-type: none">• Excellent writing skills and ability to draft business communications.• Strong computer skills with intermediate proficiency with MS Word and Excel.• Strong interpersonal skills and extreme comfort level interacting with people of all ages (children included).• Must be able to accommodate local travel within Western New York. Flexible scheduling required (nights and weekends).
Education	<ul style="list-style-type: none">• Juniors or Seniors enrolled in a 4-year program in Communications, Business, English, Political Science or Education.• Masters or MBA students also encouraged to apply.
EEO Statement	All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, or disability status.
Removal Date	11-Jul-2018

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