

Say Yes Buffalo Internship Program

Posting Submission Form

Organization Name: Say Yes Buffalo

Location: 712 Main Street, Buffalo, NY

Website: www.sayyesbuffalo.org

Submitter Name: Allison Newman

Position Title: Scholarship Director

Email Address: anewman@sayyestoeducation.org

Organization Description/Profile: Say Yes Buffalo is a landmark partnership that brings the Buffalo Public School District, parents, the Buffalo Teachers Federation, the Buffalo Association of Administrators and Supervisors, higher education, the City of Buffalo, Erie County, Say Yes to Education, Inc., and a diverse group of Buffalo area corporate, non-profit, and philanthropic organizations together to organize people, time, money and resources to provide holistic, year-round support to Buffalo Public School District students throughout their K-12 years and beyond.

This education-based initiative aims to provide a powerful engine for long-term economic development through radically improving the life course of public school students in the City of Buffalo. To do this, the Say Yes Buffalo partnership combines a comprehensive K-12 support system with the incentive of locally funded postsecondary Tuition Scholarships to remove the barriers (financial, academic, social and health) to college access and success for youth in the City of Buffalo.

Position Supervisor & Title: Allison Newman, Scholarship Director

Email Address: anewman@sayyestoeducation.org

Internship Title: Say Yes Office Intern

Internship Duties and Responsibilities:

- Support various departments within the agency to enter and manage data
- Support the marketing and communications activities of the organization
- Answer calls and emails from students and families about Say Yes Buffalo
- Outreach to Say Yes Scholars to remind them to complete financial aid applications, update their final college choice, and register for at least 12 credits
- Assist with event coordination, including the Say Yes Scholar Kickoff
- Schedule appointments for various departments
- Assist with promotion of Say Yes activities and opportunities via social media
- Nights and weekends may be required

Minimum Requirements

- Full time college undergraduate student, in good academic standing
- Say Yes Scholar (or past scholar)
- Desired skills:
 - Communication
 - Organization
 - Knowledge of Microsoft Word, Excel and PowerPoint
 - Ability to work well under pressure
 - Experience with financial aid applications a plus

Intern takeaways:

- Skills:
 - Leadership
 - Customer Service
 - Public Speaking
 - Advocacy
 - Collaboration

Duration of employment: June – August (dates are flexible); 20 hours/week

Compensation:

- Internships will be paid at least \$11 per hour
- NOTE: Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:

- The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. Organizations should indicate in their internship descriptions reasonable ways in which they can accommodate candidates with disabilities.

To apply, submit:

Resume
Cover letter

To:

buffalointernships@sayyestoeducation.org

Deadline:

April 6, 2018