



Organization Name: Buffalo Niagara Partnership

Website: <http://www.thepartnership.org/employ/>

Organization Description/Profile:

Employ Buffalo Niagara is a unique coalition of employers, community leaders, educators and service providers coming together to fine tune workforce development efforts in Western New York.

Western New York is one of seven regions in the country selected by the U.S. Department of Commerce to receive a technical assistance grant to advance employer-led workforce development.

Employ Buffalo Niagara leverages that assistance to introduce a new workforce strategy that is driven by the needs of employers with a related focus on the needs of our community.

Employ Buffalo Niagara works to give employers better access to a greater number of qualified, diverse job candidates. At the same time, we seek to connect job seekers with a growing number of career opportunities in the region.

Internship Title: Business Development Assistant

Internship Job Description:

1. Main Project Responsibilities – 70% - 80%
 - a. Assist with online marketing and social media
 - b. Assist with traditional media planning
 - c. Use the national best practice model (Talent Pipeline Management) of connecting employers to individuals
 - d. Assist with communications to all workforce development partners

2. Support & Administrative Responsibilities – 20% - 30%

- a. Research for workforce development
- b. Research for market development
- c. Assist in daily administrative duties

3. Desired Skills & Knowledge

- a. Strong communication skills
- b. Strong computer skills
- c. Moderate marketing skills
- d. Progressive thinking

4. Learning Objective

- a. Intern will be exposed to a very progressive workforce development initiative. The intern will become an integral part of the team and learn first-hand how an operation works successfully – from the smallest to most complicated tasks.

Duration of employment: Will be agreed upon by intern and employer.

Compensation: Will be discussed with intern; minimum compensation is \$11/hour.

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 cover letter & resume to: buffalointernships@sayyestoeducation.org

Deadline:

The position will remain open until filled.