

## **Say Yes Buffalo Internship Program Posting Submission Form**

**Organization Name:** Center for Employment Opportunities

**Location:** 170 Franklin Street Buffalo, NY 14202

**Website:** [www.ceoworks.org](http://www.ceoworks.org)

**Submitter Name:** Gary Damon Jr.

**Position Title:** NYS Senior County Director

**Email Address:** [gdamon@ceowork.org](mailto:gdamon@ceowork.org)

### **Organization Description/Profile:**

The Center for Employment Opportunities is dedicated to providing immediate, effective, and comprehensive employment services to men and women with recent criminal convictions. Our vision is that anyone with a recent criminal history who wants to work has the preparation and support needed to find a job and stay connected to the workforce.

CEO began as a demonstration project of the Vera Institute of Justice in the 1970s and has grown to become the nation's leading employment reentry organization. Since 1996, CEO has secured over 20,000 private-sector job placements for formerly incarcerated individuals across the country. In 2009, CEO began replicating its program model and Buffalo as the first expansion site. CEO currently serves nearly 5,000 program participants each year across 18 cities in six states.

Since opening its doors in 2009, CEO Buffalo has served roughly 1,500 men and women returning home from incarceration or on probation, equipping them with the basic workplace skills needed to compete in the permanent labor market. CEO Buffalo has made over 1,100 full-time job placements to date in industries as diverse as food service, retail/wholesale, manufacturing, human services, construction, maintenance, and warehousing.

**Position Supervisor & Title:** Gary Damon Jr., NYS Senior County Director

**Email Address:** [gdamonjr@ceoworks.org](mailto:gdamonjr@ceoworks.org)

**Internship Title:** Job Development Intern

### **Internship Duties and Responsibilities:**

(No more than 30% clerical tasks)

- Contact new participants and invite them to P2E Class
- Actively facilitate the intake process from start to finish

- Actively assist and facilitate Pathways to Employment Workshops
- Assist staff in planning, organizing, and hosting mock interviews events
- Seek and update open employment opportunities list
- Work with Retention Specialist to publish a monthly Retention newsletter
- Seek partnership with local community-based organizations to provide participants with additional services

### **Minimum Requirements**

- Desired skills:
  - Time management
  - Team player
  - Self-motivated
  - Creativity
  - Flexibility
  - Multi-tasking
  - Innovation
  - Goal Oriented
  - Customer Service
  - Microsoft Suite

### **Intern takeaways:**

- Skills:
  - Analytical
  - Problem solving
  - Communication
  - Interpersonal
  - Intrapersonal
  - Problem solving
  - Public speaking
  - Event planning
  - Creativity
  - Teamwork

### **Duration of employment:**

Start Date: Week of June 4, 2018

End Date: Week of August 31, 2018

**Compensation:** \$11.00/ 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.**

The Center for Employment Opportunities will accommodate interns with disabilities in fulfilling duties of the position. If interns needs any accommodations to fulfill the job description, the Intern must schedule a meeting with supervisor to discuss his/her needs. CEO is more than willing to:

- Provide additional time to complete tasks
- Provide additional works space
- Allow for additional breaks in work
- Allow for additional equipment

**To apply:** Please send a copy of your resume and cover letter to [buffalointernships@sayyestoeducation.org](mailto:buffalointernships@sayyestoeducation.org)

**Deadline:** April 30, 2018