

Say Yes Buffalo Internship Program Posting Submission Form

Organization Name: Say Yes Buffalo

Location: 712 Main St., Buffalo NY 14202

Website: www.sayyesbuffalo.org

Submitter Name: Aziza Abdul-Alim

Position Title: Graphic Design and Communications Specialist

Email Address: aabdul@sayyestoeducation.org

Organization Description/Profile: Say Yes Buffalo is a non-profit organization committed investing in the education of Buffalo's future workforce. Our primary goals are to convene the school district, parents, teachers, administrators, state, city and county governments, higher education, community based organizations, businesses and foundations to increase high school and postsecondary completion rates.

Position Supervisor & Title: Daphne Ross, Say Yes Buffalo Communications Director, Aziza Abdul-Alim, Say Yes Buffalo Graphic Design and Communications Specialist

Email Address: dross@sayyestoeducation.org, aabdul@sayyestoeducation.org

Internship Title: Communications Intern

Internship Duties and Responsibilities:

- Draft news releases, media alerts and other stories
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Assist in the creation of web and print collateral, such as graphics, e-vites and business cards
- Assist in planning, writing and managing monthly eNewsletter
- Serve as a member of the web/ social media management team, including posting and monitoring Say Yes Buffalo's social media platforms
- Manage and record Say Yes Buffalo's media presence in print, TV and radio
- Event planning and support
- Perform other duties as assigned by Say Yes Buffalo Communications department

Minimum Requirements

- Full time college undergraduate student, in good academic standing
- Say Yes program scholar or past scholar
- Desired skills:
 - Completed or working toward a college degree, preferably in a related field (e.g., Marketing, Communications or Public Relations)
 - Working knowledge of MS Office and Mac OS
 - Exemplary interpersonal skills with ability to work effectively with Say Yes Buffalo staff, partners and other individuals and groups
 - Ability to resolve problems efficiently, effectively and independently

Intern takeaways:

- Knowledge of operations for a nonprofit communications department
- Organizational skills
- Creative problem solving
- Leadership and time management skills
- Public speaking

Organization Takeaways:

Projects such as media tracking, press announcements and event planning.

Duration of employment: 10 weeks

Compensation:

- - \$11/hr -
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.

To apply, submit:

Resume

Cover letter

To: buffalointernships@sayyestoeducation.org

Deadline: April 27, 2018 (Determined by hiring organization)