

Say Yes Buffalo Internship Program

Position: Summer Program Coordinator

Organization Name: Peaceprints of WNY

Location: 660 Smith St.

Website: www.peaceprintswny.org

Organization Description/Profile: Peaceprints of WNY is a 501c3 non-profit organization offering comprehensive reentry services to men and women involved in the criminal justice system.

Position Supervisor & Title: Rebekah Kimble, Program Administrator

Email Address: Rebekah.kimble@houghton.edu

Internship Title: Summer Program Coordinator

Internship Duties and Responsibilities:

Many people with criminal convictions returning to society dream of earning a college degree. Now the dream is within reach thanks to an exceptional opportunity offered by Houghton College Buffalo in partnership with Peaceprints of WNY. The Summer Program Coordinator will develop and coordinate summer programs, workshops and trainings for existing and incoming Houghton College Buffalo students.

Minimum Requirements

- Desired skills:
 - Customer Service
 - Microsoft Excel
 - Microsoft Word
 - Microsoft PowerPoint

Intern takeaways:

- Skills:
 - Leadership
 - Interpersonal
 - Public Speaking
 - Development
 - Program Planning

Duration of employment: 10 weeks – exact start date and hours will be discussed during the interview process.

Compensation: \$10.00/hour. 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 and cover letter to:
buffalointernships@sayyestoeducation.org

Deadline:

June 15,2018