

Say Yes Buffalo Internship Program

Position: **Event 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: Cindi McEachon, Executive Director

Email Address: cmceachon@peaceprintswny.org

Internship Title: Event Coordinator

Internship Duties and Responsibilities:

Develop and coordinate our new summer fundraising activity in conjunction with the event steering committee.

This includes: Social Media – Developing Print Marketing – Budget Planning – Volunteer Coordination etc.

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 duration of internship will be discussed during the interview.

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 cover letter & resume to:
buffalointernships@sayyestoeducation.org

Deadline: June 15, 2018