

Say Yes Buffalo Internship Opportunity

Position: Corporate Relations Intern

BlueCross BlueShield of Western New York, headquartered in Buffalo, is one of New York's leading health care companies, providing high-quality coverage and innovative wellness solutions to members throughout our region. We strive to impact our communities with positive and healthy changes. We're looking for team-spirited, motivated, and enthusiastic individuals to create opportunities to help us succeed in our mission.

The Corporate Relations Intern will work closely with the Manager of Community Relations to assist with community outreach, event management and sponsorship requests.

This outgoing and dynamic individual will represent the organization in the public at community events as well as partake in administrative tasks related to corporate relations and sponsorship requests.

This is a part-time, paid opportunity for the Summer 2019. The student must be able to work approximately 20-25 hours per week, between our corporate headquarters located in downtown Buffalo and out in the community at events.

The hours are flexible dependent on class schedule. **You must be able to accommodate evenings and weekends and have reliable transportation to and from events.**

This internship presents the following Learning Objectives:

- A clear understanding of our brand recognition in the WNY community as well as on a national level.
- Development of public speaking skills and how to best articulate thoughts.
- Exposure to the event management process (planning, execution and follow-up).
- Opportunity to develop and utilize project management skills which can be applied to any business setting.
- How to effectively communicate and interact with all levels of management.

Job duties may include the following:

- Completion of one large project accompanied by smaller projects related to studies, models, research, and analysis
- Execution of basic calculations
- Perform data functions including retrieval and balancing of data and manipulating this information into desired output
- Information gathering from various sources (internet, government facilities, other Blue plans, periodicals, etc.)

Required skills and experience:

- Say Yes Scholar enrolled in a 4-year program in Communications, Business, English and Event Management. **Must be a Junior or Senior.**
- Excellent writing skills and ability to draft business communications.
- Strong computer skills with intermediate proficiency with MS Word and Excel.
- Strong interpersonal skills and extreme comfort level interacting with people of all ages (children included).
- Must be able to accommodate local travel within Western New York. **Flexible scheduling required (nights and weekends). Transportation assistance is available if needed.**
- Interns must be enrolled in a degree program for the duration of the internship.

To Apply: Submit cover letter and resume to buffalointerships@sayyestoeducation.org.

If you are selected to interview for the position, you will have to complete the online application, which will be provided at that time. **Please note: Say Yes staff will review your documents before sending them to the employer. If your resume and/or cover letter need edits, you will receive an email with suggestions. Please respond as quickly as possible in order to submit your application!**

Deadline: Applications are accepted on a rolling basis, which means hiring is done on a rolling basis as well. Scholars are encouraged to apply as soon as possible!