

2019 Events & Marketing Department Intern

The Buffalo Niagara Partnership is the region's private sector economic development organization and regional chamber of commerce. We represent nearly a quarter of a million employees in the Buffalo Niagara region. Our work has three main focuses: advocacy, business development and convening. By mobilizing members and strategic partners around common goals, we grow private investment and jobs in Buffalo Niagara.

The Buffalo Niagara Partnership has an opening for an intern in the organization's Events & Marketing Department. This position will be responsible for:

- Assist with planning of logistics and marketing for Partnership & BN360 events
- Assist with event set up, registration, and attendee analysis/recording
- Assist in the creation of data cleanup, segmentation and analysis in Dynamics CRM from events, e-blasts and categorization of the accounts
- Assist with sponsorship fulfillment and reporting to sponsors
- Undertake special projects as assigned such as
 - Market research on social media analysis and/or content marketing tools
 - Competitor analysis/review
 - Strategic Partner analysis/review
- Provide administration support to the department as needed
- Write a blog post during time at the Buffalo Niagara Partnership, subject to be determined

Qualifications:

- Interest in event management and/or marketing
- Strong verbal and written communication skills
- Current student, working towards bachelor's degree or masters degree
- Flexibility in both timing and availability (days and evenings will be required)
- Detail oriented and highly organized
- Able to work independently and as part of a team coordinating multiple tasks

This is a paid internship position - \$12.00/hour
Approximately 15 hours per week from March – June

To apply: Submit cover letter & resume to buffalointernships@sayyestoeducation.org. **Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.**

Deadline: February 15, 2019