Organization Name: Say Yes Buffalo

Location: 712 Main Street Buffalo, NY 14202 – internship can be remote or hybrid

Website: sayyesbuffalo.org

Organization Description and Core Values: The mission of the Say Yes Buffalo partnership is to strengthen the Western New York economy by investing in the education of Buffalo’s future workforce. The primary goals of the partnership 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.

The Internship & Career Pathways Program at Say Yes Buffalo is a workforce development initiative that connects Say Yes scholars – current college students who are graduates of Buffalo Public and Charter Schools – with local employers through trainings, employer tours and site visits, job skills workshops and paid professional experiences.

This summer, we are looking for a Say Yes Buffalo scholar to assist us our Employer Thinktank Newsletter, which highlights racial equity resources and interviews with program partners and Say Yes Buffalo Scholars.

Position Supervisor & Title: Stephanie Peete, Business Partnerships Manager

Internship Title: Communications Intern

Internship Duties and Responsibilities:

- Complete 2-3 issues of the Internship & Career Pathways Program Newsletter by the end of the internship. This will include:
  - Interviewing key employer partners and fellow Say Yes Buffalo Scholars
  - Researching podcasts, books, articles, videos, and other resources that focus on racial equity in the workplace
  - Providing project updates in weekly supervision meetings
- Assist with occasionally making graphics for internship email blasts – Canva is currently used and past examples will be provided.

Minimum Requirements:

- Say Yes Buffalo scholar enrolled in college full-time and in good academic standing (must be at least a current Sophomore) – recent Say Yes Buffalo college graduates are also eligible
- Strong writing and editing skills
- Ability to work independently and take initiative
- Comfortability interviewing key partners and peers

Past Interns Include:

Madeline Little
2021 Intern
SUNY Fredonia, 2020
Major: Journalism & Communications
SUNY Buffalo State
Class of 2022
Master of Public Relations
Desired Skills:
- Interest in workforce development, human resources, racial equity, higher education, economic development, journalism or other related career path
- Graphic design

Intern takeaways:
- Access to Say Yes Buffalo’s leadership team
- Opportunities to network with local employers and leaders
- Learn more about workplace equity initiatives and tools

Compensation: Rate of pay is $13.20 per hour. This internship is for up to 110 hours total.

Duration: The internship will begin by June 2022 – the hired intern can expect to work approximately 10-20 hours per week until 110 hours are reached.

To apply: Please submit resume and writing sample to buffalointernships@sayyesbuffalo.org.

Note: Say Yes Buffalo staff may reply with edits or suggestions for your resume and/or cover letter. Please check your email and reply promptly to ensure your materials are submitted by the application deadline.

Deadline: Applications are due by 5pm on June 3rd.

Interviews: Interviews will be conducted virtually as applications are received.