**Organization Name:** Invest Buffalo Niagara

**Location:** 257 W Genesee St, Buffalo

**Website:** buffaloniagara.org - also - beinbuffalo.com

**Organization Description and Core Values:** Our mission is to attract new employers to the Buffalo Niagara region through outreach to growing companies around the world. To support business attraction, expansion and entrepreneurship, Invest Buffalo Niagara collaborates with local businesses, universities, nonprofit organizations and elected officials to deliver a unified response to regional economic development opportunities.

Be in Buffalo, a program of Invest Buffalo Niagara, is the region’s talent attraction organization introducing – or reintroducing – a new Buffalo to an entire generation of people with the skills needed to build an economy of the future.

**Position Supervisor & Title:** Rob Leteste, Economic Development Analyst

**Internship Title:** Green Economy Intern

**Internship Duties and Responsibilities:**

Our team is flexible to crafting the Green Economy Intern role based on the interests and capabilities of each candidate. Consider the below activities as a menu of potential responsibilities you could pick from:

- Supporting meetings with stakeholders, helping to facilitate meetings, preparing follow-up communications with next steps and action items
- Collating local Green Economy-related workforce and academic programs
- Identifying local Green Economy-related employers
- Researching best practice workforce programs in the green economy
- Supporting the development of marketing materials and campaigns to encourage individuals to pursue Green Economy training and careers
- Supporting talent retention initiatives to match recent graduates to Green Energy jobs

The role will be hybrid, with an expectation of in-office (or an alternative meeting location) three 8-hour days per week if full-time. Given the hybrid and collaborative work environment, preference will be given to candidates with clear email communication skills and responsiveness.
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. The role of each employee within InBN is important and a sense of well-being is crucial to our success. We are concerned about all of our employees. InBN and Alcott’s policy is to have a workplace where there is: (see email language for our policy)

Intern takeaways:
- Develop a network with a number of employers and workforce partners
- Meeting coordination and facilitation skills
- Marketing and program development
- Microsoft Excel data analyses skills
- Economic database experience

Duration of employment: 32-40 hours per week

Compensation: $17/hour for 32-40 hours through August 2022

Minimum Requirements:
- Say Yes Buffalo Scholar in good academic standing – must be at least a Senior; recent Say Yes Buffalo college graduates also highly encouraged to apply
- Covid-19 vaccination highly-preferred as many potential community partner locations require it

Preferred Requirements: Individuals interested in climate and sustainability.

To apply: Submit resume and cover letter to buffalointernships@sayyesbuffalo.org
If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline: 5/18 by 5 pm

Interviews: will be conducted after 5/10/2022 pending approval for funding from New York State.

Please note that internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.