Organization Name: Highmark Bluecross Blueshield of WNY

Location: 257 W Genesee St., Buffalo, NY 14202

Website: www.bcbswny.org

Internship Title: Community Affairs Intern (Undergraduate Position)

Internship Duties and Responsibilities: This job has the goal of providing the opportunity to acquire practical experience through direct exposure to the related business line(s) and to develop the next generation of diverse business professionals. To that end, the program will provide hands-on training and experience in the business line, expose the various career opportunities in the business line and related areas, and prepare participants for positions in the business.

Typical responsibilities include, providing services to the day-to-day operating objectives of the assigned area, participating in projects and programs appropriate to the needs of the assigned area, participating in the planning and implementation of projects and initiatives, conducting research and reporting including recommendations or proposals for action.

1. Communicate effectively while interacting directly with colleagues, clientele, and/or other internal or external constituencies in the planning of assignments and the resolution of day-to-day operational problems.

2. Under supervision, provide entry-level professional services as appropriate to the day-to-day operating objectives of the area. Receives guidance, training, and mentoring from senior personnel in planning and carrying out activities and assignments.

3. Undertake and/or participates in projects and programs designed to develop professional skills and expertise appropriate to the needs of the organization.

4. Participate in the planning and implementation of unit projects and initiatives within area of expertise and ability.

5. As specifically requested by management, conduct research and reporting inclusive of recommendations or alternative proposals for action.

6. Undertake related studies or enrichment programs as appropriate to the specific objectives of the operating unit.

7. Perform miscellaneous job-related duties as assigned.
Minimum Requirements:
- Say Yes Scholar enrolled in college full-time and in good academic standing – must be enrolled in undergrad program full-time for the fall 2022 semester and must be at least a rising Sophomore
- Driver’s License needed for this role
- Must be comfortable driving a large van to community related events
- Willing to work 20-25 hours a week

Duration of employment: Internship runs from May 23 – August 15.

Compensation: will be discussed during the interview. Interns will be paid at least $13.20 per hour.

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:
1. 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. Please note: cover letters are OPTIONAL for this internship, although Say Yes encourages adding a cover letter if you have time to do so.
2. Once your materials are approved, please complete the online application found at Community Affairs - Undergraduate Intern. (myworkdayjobs.com)
3. Email Say Yes staff at buffalointernships@sayyesbuffalo.org and let us know that you’ve applied!

Deadline: May 19, 2022 by 5 pm

Interviews: Interviews will take place on a rolling basis. Scholars are encouraged to apply ASAP. Note: internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.