Project Play WNY Youth Sports Intern

**Organization Name:** Community Foundation for Greater Buffalo – Project Play WNY

**Location:** Larkin at Exchange Building (726 Exchange Street, Suite 525, Buffalo NY 14210)

**Website:** projectplaywny.org

**Position Supervisor & Title:** Alicia Contreras, Project Play WNY Program Manager

**Organization Description/Profile:**
Project Play WNY is a collective impact initiative to build a WNY community in which all children have the opportunity to be active in sports. The Community Foundation for Greater Buffalo and the Ralph C. Wilson, Jr. Foundation, with technical support from The Aspen Institute Sports & Society Program, are leading this collective impact initiative through cross-sector partnerships that engage public, private, and philanthropic institutions, as well as residents, in collective action. The Community Foundation serves as convener, co-creator and administrative backbone organization, working with the Aspen Institute and Ralph C. Wilson, Jr. Foundation to mobilize stakeholders and develop breakthrough initiatives. Initiative change strategies focus on The Aspen Institute Project Play framework and will build upon the Western New York State of Play report released in June, 2017.

**Internship Title:** Project Play WNY Youth Sports Intern

**Internship Duties and Responsibilities:**
The Project Play intern will provide communication, administrative and logistical support to the Project Play WNY Initiative, with particular focus on engaging youth voice into the various projects and priorities through social media and community engagement visits.

**Essential Duties and Responsibilities:**

- **Communication**
  - Assist the PPWNY team with social media platforms such as LinkedIn, Twitter, Facebook, Snapchat, and Instagram
  - Follow up on PPWNY program to get/share photos after events
  - Support team with updating and monitoring PPWNY website and email accounts

- **Administrative**
  - Assist in updating and maintaining the program’s contact management database
  - Perform research that supports PPWNY programming, including organizing and cataloging data as to various youth sports activities in WNY
  - Aid in sending invitations, monitoring responses, and sending follow-up inquiries when directed

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**Past Interns Include:**

**Anthony Rozek**
- 2020 Intern
- University at Buffalo
- Class of 2020
- Major: Business Administration

**Tierra Purdue**
- 2019 Intern
- SUNY Buffalo State
- Class of 2020
- Major: Applied Mathematics with Concentration in Statistical Modeling
- Minor: Business Economics
• Assist in tasks related to event planning and execution, including organizing day-of-event volunteers and tasks
• Perform administrative duties as they arise, including fielding calls and responding to emails from Alumni and participant
• Other duties may be assigned as necessary by the Director, Associate Director or Program Manager

Minimum Requirements:
• Must be a Say Yes Buffalo scholar enrolled in college full time in good academic standing, must be at least a rising sophomore
• Say Yes Buffalo program scholar or past scholar
• Desired skills:
  o Completed or working toward a college degree, preferably in a related field (e.g., Marketing, Communications, Public Relations or Sport Management)
  o Working knowledge of MS Office and Mac OS
  o Exemplary interpersonal skills with ability to work effectively with Project Play WNY staff, partners and other individuals and groups
  o Ability to resolve problems efficiently, effectively and independently

Intern takeaways:
• Knowledge of operations for a nonprofit communications department
• Organizational skills
• Creative problem solving
• Leadership and time management skills
• Public speaking

Duration of employment:
This internship will be held in the summer of 2022
• Exact start and end dates will be agreed upon by the employer and hired intern can
• Interns are expected to work a total of 200 hours during the internship, generally 20 hours per week for 10 weeks

Compensation:
The position pays $13.20 per hour.

NOTE: Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:
Project Play WNY Youth Sports Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns. Organizations should indicate in their internship descriptions reasonable ways in which they can accommodate candidates with disabilities.

To apply:
Submit resume 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.
Applications will be reviewed for edits up until **two days prior to the deadline**.

**Deadline:** June 24, 2022 by 5 pm

**Interviews:** will be conducted on a rolling basis, which means as scholars apply. Please submit your resume asap to be considered. Internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.

To sign up:
Text @syb-icpp to 81010

Texts will include information about:
New Internships
Programs
Tips
and so much more!