

# SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

**Organization Name:** The Martin Group

**Location:** 620 Main Street Buffalo, NY 14202

**Website:** <https://www.martingroup.co/>

**Position Supervisor & Title:** Natalie Ryan, Account Manager

**Internship Title:** 2024 Summer Intern

**Organization Description and Core Values:**

**Brand Position:** The Martin Group is a best-in-class integrated communications firm, executing at the highest level across all our disciplines. We work with premier clients who value the power of the brand, strategic thinking, data-driving solutions, uncompromising service, personal integrity, and compelling creative. We collaborate closely with our clients to develop customized, end-to-end marketing communications solutions that move the target audience to act. We believe that effectively delivered, powerful communications spur business innovation, drive change and shape the human experience.

**Brand Pillars**

***Commitment:*** We are committed to associates, clients, peers, communities, the highest quality, and to doing the right thing.

***Advancement:*** Advancement is fundamental to the work we do, whether we are adopting new technology and finding better ways to serve our clients, developing our staff to offer better insights and bring the latest strategies and solutions to a marketing challenge, forging strategic partnerships that advance our capabilities, or learning from one another to respond to the changing world around us, we are constantly evolving and advancing as a team and an organization.

***Community:*** The Martin Group has been built on the good will and good work that it has offered to the business and marketing community, and the community-at-large. We believe in the importance of creating a vibrant, positive, and creative culture within our company, and we seek business partners and relationships with whom we can continue to shape and move the community forward.

***Excellence:*** Our continued success is linked to our commitment to excellence in all that we do: from being recognized by our industry peers for outstanding work, and how we restore an historic building in downtown Buffalo for our firm's headquarters. We align ourselves with others who are "best-in-class" and who strive for excellence in their respective fields, including those who we hire to be part of our team.

**Internship Duties and Responsibilities:**

- ***We encourage you to attend in-person for all sessions, if possible.*** However, we know that might not always be possible. We will have a virtual option for you if this is the case. For more information on the session please see the *duration of employment* section below.

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## **Minimum Requirements:**

- Say Yes Buffalo Scholar in good academic standing – must be at least a rising Junior or graduating Senior; recent Say Yes Buffalo college graduates may also apply
- On the first Friday, students will receive two required reading books (“The Art of the Pitch” and “The Art of Client Service”), and a copy of our agency pitch deck.
- No vaccination requirement for Covid-19

## **Preferred Requirements:** N/A

## **Intern takeaways:**

- Agency knowledge
- Understanding of the industry
- Interpersonal skills
- Presentation skills

## **Duration of employment:**

The Internship Symposium will occur on six (6) Fridays from 9 a.m. to 1 p.m. each day, beginning Friday, June 14<sup>th</sup>, and concluding Friday, July 26<sup>th</sup> (skipping July 5<sup>th</sup> in observance of the 4<sup>th</sup> of July).

**Compensation:** 25 hours @ \$15/hour = \$375. We provide a lump sum at the end of the program.

**Transportation:** Car, train, bus or other mode required. We do not provide transportation, however we do compensate for your parking if needed.

## **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 Martin Group prohibits all discrimination against a qualified individual with a disability as defined by applicable law. This includes, but is not limited to, discrimination with regard to hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment. The Agency seeks to reasonably accommodate qualified individuals with known disabilities if the accommodation(s) do not pose an undue hardship on the Agency’s business operations. Employees who require an accommodation to perform the essential functions of the job should contact their supervisor and request such an accommodation.

**To apply:** Submit resume and cover letter (not required) to [buffalointernships@sayyesbuffalo.org](mailto: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.**

**By applying to this internship, you are agreeing to the application agreement which can be found beneath the internship postings on our website.**

**Deadline:** March 2024

**Interviews:** We do not hold interviews. Instead, spots are filled based on resumes.