

# SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

**Organization Name:** TechBuffalo

**Location:** 1 Seneca St. Buffalo, NY 14203 (Seneca One Tower)

**Website:** [www.techbuffalo.org](http://www.techbuffalo.org)

**Organization Description and Core Values:** Founded in 2020, TechBuffalo is a nonprofit organization that strives to grow a sustainable, inclusive, and accessible technology community for Western New York by improving our region's ability to retain, attract, and foster technology talent.

TechBuffalo aims to be the hub for all things tech talent-related in WNY by connecting programs and increasing collaboration across WNY tech talent initiatives. By partnering with community organizations, government entities, educational institutions, and private sector businesses, TechBuffalo brings people together to grow the tech industry and better our community.

**Position Supervisor & Title:**

Mary Ruelle – Higher Education Program Lead OR  
Rachel Eastlack – Community Impact Program Lead

**Internship Title:** Communications and Events Intern

**Internship Duties and Responsibilities:**

TechBuffalo is hiring two Event Operations and Communications Interns (in-person). One intern will primarily support our work focused on the retention of locally trained college and university talent and one intern will primarily support our work focused on intentional community engagement. These areas have been identified as strategic initiatives to help foster and grow new technology talent in our WNY community. These team members will represent TechBuffalo through collaboration with local stakeholders such as employers, training providers, community partners, and future job seekers to foster sustainable relationships, leading to retention of locally trained talent. Interns may be asked at times to support the entire team.

**College and University Support**

- Support the Higher Education Program Lead with event planning and logistics for the summer 2024 PowerUpTech intern experience.
- Execute a marketing and communication plan for the 2024 PowerUpTech intern experience including PowerUpTech email inbox management and communicating with students and employers via various communication and marketing channels.
- Attend and participate in campus visits including career fairs, classroom, and club presentations, etc.
- Attend and support events hosted by both TechBuffalo and our partner organizations. Collaborate on various projects with the entire TechBuffalo team including the Marketing Lead and Community Impact Program Lead.



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## **Community Engagement Support:**

- Support the Community Impact Program Lead with event planning and logistics for events that aim to engage community members interested in tech.
- Attend and participate in community-based programs including resource fairs and tabling events.
- Attend and support events hosted by both TechBuffalo and our partner organizations.
- Collaborate on various projects with the entire TechBuffalo team including the Marketing Lead and Community Impact Program Lead.

## **Minimum Requirements:**

- Event planning experience.
- Excitement about Buffalo and its growing tech industry.
- Experience collaborating and building relationships with a variety of offices, faculty, and staff across your college campus (ie Student Life, Career Services, etc.) and/or organizations across your community (non-profits, community centers, etc.)
- Expert ability to maintain organization and accurate records of meetings, conversations, program and event details, and meeting calendars.

## **Preferred Requirements (The Ideal Candidate):**

- Curious mindset willing to learn and work within all facets of the organization. Energized by an entrepreneurial opportunity, with the willingness to experiment with new frameworks and processes to see what works best.
- Enjoys being a collaborative and supportive member of a team and thrives in an environment that emphasizes continuous learning, innovation, and creativity.
- Not afraid to speak up and voice new recommendations or opinions and challenge the status quo.
- Positive attitude with a can-do spirit.  
Adaptable, flexible, and resilient; enjoys working in a fast-paced and evolving environment.
- Reliable team member with clear communication.
- A shared passion for the WNY community and a strong desire to contribute, collaboratively, to building a better future for this generation and those that follow.

## **Intern takeaways:**

- Networking opportunities with the tech community in WNY
- Collaboration Skills
- Event Planning
- Marketing and Communications Skills

## **Duration of employment:**

- May – August (according to students' school schedule)
- 20 hours per week, exact schedule to be determined upon hiring
- General office hours are 8:30 – 5:00pm, Monday – Friday



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**Compensation:** \$18 per hour for 20 hours per week during the summer; hired interns will also be provided a laptop to use for the duration of their internship (this will have to be returned upon completion of the internship), as well as \$37.50 per paycheck (2x/month) to cover communications (cell phone bill, etc.).

**Transportation:** We do not provide transportation to and from the internship site. We do provide a parking pass.

**Accommodations:**

**1-2 Equal Employment Opportunity**

TechBuffalo, LLC. is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. TechBuffalo, LLC's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor or an Alcott HR representative. TechBuffalo, LLC will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact their supervisor or an Alcott HR representative. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

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

**Once your resume is approved by Say Yes, please apply at this link!**

**<https://forms.monday.com/forms/8c1a6c12d45fe58e26d709d24735ad1b?r=use1>**

**Deadline:** Applications will be accepted until ideal candidate is found

**Interviews:** Interviews are scheduled on a rolling basis. The interview process will consist of a virtual, first round interview followed by a second, in-person interview for finalists. 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.