**Organization Description and Core Values:** Headquartered in East Aurora, NY, we proudly serve customers in more than 90 countries. Our operations extend to more than 27 countries and our talented, global workforce is nearly 13,000 strong. Our company is organized into three operating groups: Aircraft, Industrial, and Space and Defense. Our high-performance systems control military and commercial aircraft, satellites and space vehicles, launch vehicles, missiles, automated industrial machinery, and marine and medical equipment. What sets Moog apart is our commitment to creating high-performance solutions that solve our customers’ most difficult technical challenges. But it’s more than technical excellence that defines us. Moog is a performance culture that empowers people to achieve great things. Our employees enjoy tackling interesting technical challenges in a culture of trust. For you, working with us can mean deeper job satisfaction, better rewards, and a great quality of life inside and outside of work.

**Position Supervisor & Title:** Jared Threat, Global DE&I Manager

**Internship Title:** Diversity, Equity, and Inclusion Summer Intern

**Internship Duties and Responsibilities:**

- Hybrid position
- Provide organizational program support for the Global DE&I Manager
- Support the development of our Global Ambassador’s, DE&I Communications, Curriculum and Manager/Supervisor toolkit
- Assists with tracking project status/timelines accordingly and update to reflect on-going status
- Helps maintain our internal SharePoint sites (websites) with new information, documentation, communications, etc
- Work on professional development goals and skills that are HR practitioner related in preparation for a career in the field

**Minimum Requirements:**

- Must have a genuine interest in Human Resources and Diversity, Equity & Inclusion
- Self-motivated, organized and incredible attention to detail
- Excellent communication skills and able to collaborate with team members
- Must be enrolled in a related Bachelor’s or Master’s program (HR or Business Management)
- Must have a GPA of at least 3.0
- US Citizen or Permanent resident
Intern takeaways:
- Fundamental Concepts Surrounding DE&I
- Basic Project Management Skills
  - How to run effective/inclusive meetings
- Basic Change Management Skills
  - How to develop and manage an effective Change Management Plan
- Basic Presentation Skills/Communication skills
  - How to improve your presentation skills and communicate effectively

Duration of employment: Internships are full time M-F, Hybrid based in East Aurora. Starts Late May-Mid August 2024.

Compensation: HR Internships are based on a range between $18.90-$21.25. Range is based on year in school and previous experience.

Housing: Eligibility is determined by a distance 50 miles, or further, between the student’s permanent residence and Moog site location
- Payments are made monthly for the duration of the assignment
- Interns/Co-Op must submit a copy of their lease, or statement of current address with rent amount
  - California - $700 flat rate
  - All other sites - $500 flat rate

Transportation: Intern will be responsible for getting to and from worksite in East Aurora.

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. Moog is an Equal Opportunity Employer, and as such affirms the right of every person to participate in all aspects of employment without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. If you are interested in applying for employment and need special assistance or an accommodation to apply for a posted position, contact our Human Resources department via phone at 844-367-5787.

To apply: Submit resume to buffalointernships@sayyesbuffalo.org. Once resume is approved, applicants will need to apply directly to Moog and will be given the application link. If necessary, Say Yes staff may send you suggestions before we send your resume to the employer. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly. Resumes submitted 2 days or fewer before the deadline will not be reviewed.

Deadline: April 15th, 2024

Interviews: Interviews will be held as applications are received.

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.