SAY YES BUFFALO
INTERNSHIP OPPORTUNITY SUBMISSION FORM

This posting is through the **Say Yes Buffalo Internship & Career Pathways Program**, which serves graduates of Buffalo public and charter high schools who lived in the city of Buffalo during high school and are currently enrolled full-time in college. While many of these internships are available outside of our program, applying through this program and receiving the included support is only for eligible students.

Organization: Say Yes Buffalo
Location: Buffalo Public and Charter High Schools
Website: www.sayyesbuffalo.org

Organization Description and Core Values:
The mission of the Say Yes Buffalo partnership is to remove barriers to educational attainment, workforce participation and economic mobility for students in public and charter schools in Buffalo, NY. Our collective impact partnership, centered on racial equity and inclusion, provides a postsecondary tuition promise and cradle to career comprehensive supports to increase the rates of high school and postsecondary completion and the achievement of fulfilling professional employment.

Position Supervisor and Title:
Stacy Rankin - Postsecondary Access Manager

Internship Title:
FAFSA – TAP Completion Intern

Internship Duties and Responsibilities:
- This internship is expected to be in-person at a Buffalo public/charter school building
- Provide 5-7 hours of direct, in-person service per week in assigned school(s)
- Work directly with students and families to help complete the college process (college applications, Say Yes registration, FAFSA, and TAP applications)
- Engagement in monthly supervision and professional development
- Manage participation data through on-line data system
- Meet weekly with the school counselor(s) of assigned school to communicate weekly progress
- Approximately 4 hours of paid initial training in late January, prior to service in schools
- Expectation to remain committed fully over the course of the semester

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Minimum Requirements:

- Say Yes Buffalo Scholar in good academic standing – must be at least a rising Sophomore; recent Say Yes Buffalo college graduates may also apply

Intern Takeaways:

- Interns will participate in a comprehensive training program on the specifics of the Free Application for Federal Student Aid (FAFSA), NYS Tuition Assistance Program (TAP), and the Say Yes registration processes.
- Past participants have used this internship to gain more experience by public speaking at Say Yes Buffalo and other events, and earning a senior intern role by assisting with the training of other interns on the financial aid process.

Duration of Internship:

Spring 2027 semester with 5-7 hours per week working in the schools during regular school hours 8:30am-2:30pm

Compensation:

Students who are eligible for Federal Work Study can be paid hourly for their work upon school agreement. Those not eligible for work study or at a school without a work study agreement with Say Yes Buffalo may be eligible for an hourly wage through Say Yes Buffalo, subject to available funds.

Transportation:

Intern is responsible for own transportation to work site and is not provided by Say Yes Buffalo.

Accommodations:

The Say Yes Internship & Career Pathways Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To Apply:

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). To submit your materials by the deadline, please ensure that you check your email and reply promptly.**

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Deadline:

December 1st, 2026

Interviews:

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.