

Say Yes Buffalo Internship Opportunity

Position: **Boys and Men of Color - Program Intern**

Organization Name: Say Yes Buffalo

Location: 712 Main Street Buffalo, NY 14202

Website: www.sayyesbuffalo.org

Organization Description/Profile: The Say Yes Buffalo Boys and Men of Color Initiative aims to strengthen and improve the life outcomes for young males of color through the use of the Breaking Barriers Youth Leadership Council. The council is made up of young men of color from the Greater Buffalo area to raise youth voice while addressing policy, systems, and narratives impacting boys and young men of color.

The Say Yes Buffalo Scholar Mentoring Program creates and supports mentoring relationships between working professionals and Say Yes Scholars that assist with the transition from high school to-and-through post-secondary education by addressing areas of need, inspiring exposure to new experiences, and pushing students to maximize their full potential.

Position Supervisor & Title: Daniel Robertson, Boys and Men of Color Program Manager

Internship Duties and Responsibilities:

BMoC:

- Assist with data collection and data entry
- Assist with planning of 2020-2021 curriculum and activities calendar
- Contact and schedule meetings with guest speakers and BMoC Coalition members
- Compile BMoC Coalition information guide
- Schedule daily meetings for BMoC Program Staff
- Attend and prepare materials for bi-weekly Youth Leadership Council meetings
- Send notifications and reminders to council participants
- Research potential tabling events and activities throughout the City of Buffalo
- Manage social media presence, postings, website blogs, and podcast scheduling
- Various other responsibilities deemed necessary by Say Yes Buffalo

Mentoring:

- Assist with data collection and data entry
- Assist with planning of 2020-2021 activities calendar
- Contact and schedule meetings with potential mentors and mentees
- Create mentoring program flow cart

- Attend and prepare materials for mentor/mentee orientation and training
- Assist with the recruitment of mentors and mentees
- Generate a list of potential tabling events and activities
- Various other responsibilities deemed necessary by Say Yes Buffalo

Minimum Requirements:

- Say Yes Scholar in good academic standing or recent Say Yes graduate
- Proficient in Microsoft Word and Excel
- Positive attitude and ability to work within a team
- Strong writing skills
- Ability to work well under pressure and in a quick paced environment

Intern takeaways:

- Leadership
- Improve Interpersonal skills
- Public Speaking
- Networking
- Mentoring
- Organizational skills

Duration of employment: This internship will consist of 10 weeks during the summer of 2019. Exact start and end dates will be decided upon by the hired intern and program staff.

Compensation: Rate of pay is \$11.10/hour at 20 hours per week.

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

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.

To apply: Submit cover letter & resume to buffalointernships@sayyestoeducation.org.

Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline: May 1, 2019