

Say Yes Buffalo Internship Opportunity

Position: Business Development Intern

Organization Name: Delaware North

Location: Downtown Buffalo

Website: delawarenorth.com

Organization Description/Profile:

Delaware North provides a fun, fast-paced and friendly environment for its interns, offering students real-world, real-work learning experiences. Interns will discover how a global hospitality company operates and will work alongside exceptional team members that exemplify [Delaware North values](#): Lean Forward, Come Together, Stand Up, Do Right, Think Guest.

Students will receive **mentoring** and **coaching** and will participate in skill development trainings. Internship opportunities are available at our global headquarters in Buffalo, N.Y., an iconic, 12-story glass-walled building in the vibrant hub of the new and historic Buffalo. The headquarters integrates the latest advances in environmental energy conservation and office design and features cutting-edge technology.

Internship Duties and Responsibilities: The goal of this internship will be leaving the student with a broad knowledge of project management, increased presentation abilities', and knowledge of responding to RFPs (Request for proposals).

- **Daily interaction:** Intern will have frequent opportunities to work with Senior Leadership and Project Managers
- **Daily duties:** Varies. If we are working on a proposal, intern will assist with securing necessary information. This might include working with General Managers at our units or other corporate departments; writing sections for the proposal, finding appropriate photographs, help designing PowerPoint/keynote presentations
- When not working on a proposal, intern will work with populating databases such as Salesforce and Digital Asset Management

Minimum Requirements:

- Say Yes Scholar in good academic standing, rising Junior or Senior **or** recent Say Yes grad enrolled in graduate school at the time of application
- In pursuit of Business, Marketing or Communications degree
- Microsoft Office, specifically PowerPoint or Keynote on a Mac
- Excellent writing skills

Intern takeaways:

- Writing
- PowerPoint/Keynote
- Salesforce
- Excel
- Responding to RFPs

Duration of employment: Summer internship dates generally span: **May 20th - August 23th 2019** – duration of internship is between 10 and 14 weeks.

Compensation: \$12/hour at 40 hours per week for undergraduate students. \$17/hour for graduate students.

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:

1. 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.
2. Upon approval of your resume and cover letter, you will be provided with instructions to complete an online application.

Please note: All applicants will be subject to a pre-employment background check and may be subject to a pre-employment drug test depending upon the position and/or client requirements.

Deadline: Applications will be accepted on a rolling basis – scholars are *strongly* encouraged to apply as soon as possible.