

# Say Yes Buffalo Internship Opportunity

Position: Job Development Intern

**Organization Name:** Center for Employment Opportunities

**Location:** 170 Franklin Street Suite 300 Buffalo, NY 14202

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

## **Organization Description/Profile:**

The Center for Employment Opportunities is dedicated to providing immediate, effective, and comprehensive employment services to men and women with recent criminal convictions. Our vision is that anyone with a recent criminal history who wants to work has the preparation and support needed to find a job and stay connected to the workforce.

CEO began as a demonstration project of the Vera Institute of Justice in the 1970s and has grown to become the nation's leading employment reentry organization. Since 1996, CEO has secured over 20,000 private-sector job placements for formerly incarcerated individuals across the country. In 2009, CEO began replicating its program model and Buffalo as the first expansion site. CEO currently serves nearly 5,000 program participants each year across 18 cities in six states.

Since opening its doors in 2009, CEO Buffalo has served roughly 1,500 men and women returning home from incarceration or on probation, equipping them with the basic workplace skills needed to compete in the permanent labor market. CEO Buffalo has made over 1,100 full-time job placements to date in industries as diverse as food service, retail/wholesale, manufacturing, human services, construction, maintenance, and warehousing.

**Position Supervisor & Title:** Gary Damon Jr., NYS Senior County Director

## **Internship Duties and Responsibilities:**

- Contact new participants and invite them to P2E Class
- Actively facilitate the intake process from start to finish
- Actively assist and facilitate Pathways to Employment Workshops
- Assist staff in planning, organizing, and hosting mock interviews events
- Seek and update open employment opportunities list
- Work with Retention Specialist to publish a monthly Retention newsletter
- Seek partnership with local community-based organizations to provide participants with additional services

## **Minimum Requirements**

- Time management
- Self-motivated team player
- Creativity and flexibility

- Multi-tasking
- Innovation
- Goal Oriented
- Customer Service
- Microsoft Suite

**Intern takeaways:**

- Skills:
  - Analytical
  - Problem solving
  - Communication
  - Interpersonal
  - Intrapersonal
  - Problem solving
  - Public speaking
  - Event planning
  - Creativity
  - Teamwork

**Duration of employment:**

Start Date: Week of June 3, 2019

End Date: Week of August 30, 2019

**Compensation:** \$11.10/hour for approximately 20 hours per week

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

**Accommodations:**

The Center for Employment Opportunities will accommodate interns with disabilities in fulfilling duties of the position. If interns need any accommodations to fulfill the job description, the Intern must schedule a meeting with supervisor to discuss his/her needs. CEO is more than willing to:

- Provide additional time to complete tasks
- Provide additional works space
- Allow for additional breaks in work
- Allow for additional equipment

**To apply:** Submit resume and cover letter to [buffalointernships@sayyestoeducation.org](mailto: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