

# Say Yes Buffalo Internship Opportunity

Position: **Program Assistant**

**Organization Name:** Erie Niagara Area Health Education Center

**Location:** 77 Goodell St, Suite 460, Buffalo, NY 14203

**Website:** <http://www.erieniagaraahec.org/>

## **Organization Description/Profile:**

Erie Niagara AHEC is a health workforce development initiative, and a member of the New York State AHEC System. Erie Niagara AHEC was formed in September 2003 to serve Erie and Niagara counties, and is dedicated to creating a well-informed and diverse healthcare workforce.

Through high school, college, and professional level programs, Erie Niagara AHEC connects students, academic institutions, and healthcare facilities to communities in need.

**Position Supervisor & Title:** Danise Wilson, Executive Director

**Internship Title:** Program Assistant

## **Internship Duties and Responsibilities:**

- Answer phone inquiries, direct calls, and provide basic company information.
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed.
- Assist in preparing information and research materials; create and maintain PowerPoint presentations.
- Manage databases and input information, data, and records.
- Attend organization functions and networking events.
- Shadow multiple office positions and train in a variety of tasks.
- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails as needed.
- Participate in the implementation of summer programming with high school and middle school students.

## **Minimum Requirements:**

- Say Yes Scholar (must be at least a rising Sophomore) in good academic standing or recent Say Yes graduate
- Proficient in Microsoft Office Suite (Word, PowerPoint, Excel)
- Interest in healthcare

**Intern takeaways:**

- Interpersonal
- Public Speaking
- Programmatic Experience
- Experience in an Office Setting

**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](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**

**Deadline:** May 15, 2019