

Say Yes Buffalo Internship Opportunity

Position: Outreach & Engagement Intern

Organization Name: Say Yes Buffalo

Location: 712 Main Street Buffalo, NY

Website: sayyesbuffalo.org

Organization Description/Profile:

The mission of the Say Yes Buffalo partnership is to strengthen the Western New York economy by investing in the education of Buffalo's future workforce. The primary goals of the partnership are to convene the school district, parents, teachers, administrators, state, city and county governments, higher education, community-based organizations, businesses and foundations to increase high school and postsecondary completion rates.

The Internship & Career Pathways Program at Say Yes Buffalo is a workforce development initiative that connects Say Yes scholars – current college students who are graduates of Buffalo Public and Charter Schools – with local employers through trainings, employer tours and site visits, job skills workshops and paid professional experiences.

This summer, we are looking to hire a Say Yes scholar to help us with outreach and engagement efforts!

Position Supervisor & Title: Johanna Caplan, Internship & Career Pathways Program Supervisor

Internship Title: Outreach & Engagement Intern

Internship Duties and Responsibilities:

- Assist with planning of program events for Say Yes Scholars, including:
 - Annual Mocktail Hour
 - Ice cream social
 - Internship Program End of Year Luncheon
 - Say Yes Buffalo College Kick-Off
 - **Event planning activities include:** managing RSVP lists, ordering catering, placing reminder phone calls, assisting with logistics, ensuring timely completion of thank-you cards.
- Create monthly newsletter and website content, including “Intern Spotlights”
- Assist with Instagram stories and other social media content
- Attend community tabling events

Minimum Requirements:

- Say Yes scholar in good academic standing (must be at least a rising Sophomore) – recent Say Yes graduates are also eligible
- Customer service skills and comfortability speaking on the phone – a positive attitude is a must!
- Social media savvy, especially with Instagram stories – please be prepared to show examples!
- Strong writing skills
- Experience with event planning and strong attention to detail
- Familiarity with Mail Chimp is a plus

Intern takeaways:

- Access to senior leadership
- Increased knowledge of outreach and engagement
- Increased knowledge of event planning
- Public Speaking

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