

## Say Yes Buffalo Internship Opportunity

Position: **Community Schools & Family Engagement Data Specialist**

**Organization Name:** Say Yes Buffalo

**Location:** 712 Main Street Buffalo, NY 14202

**Website:** [www.sayyesbuffalo.org](http://www.sayyesbuffalo.org) / <https://www.buffaloschools.org/communityschools>

**Organization Description/Profile:** Strong Community Schools builds bridges between families and communities leading to improved student learning, increased parent engagement, and healthier students.

Say Yes Buffalo is the strategic partner working with the school district in implementing the Community Schools & Parent Centers Strategy.

**Position Supervisor & Title:** Gellenia Smallwood, Parent Engagement Director; Tanya Staples, Community Schools Director

**Internship Title:** Community Schools & Family Engagement Data Specialist

### **Internship Duties and Responsibilities:**

- Performs administrative tasks for the day to day coordination of programs and activities
- Assist with data collection, entry, analysis, and report building
- Research and assist with the development of Best Practice documents
- Coordinate and facilitate focus groups
- Attend meetings and support action items
- Attend tabling opportunities
- Perform other duties as assigned

### **Minimum Requirements:**

- Say Yes Scholar in good academic standing (must be at least a rising Sophomore) 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 quick paced environment
- Ability to collect, enter, and analyze data to inform decisions
- Proficient with computer programs that include but are not limited to: Microsoft Word, Excel, PowerPoint Excel,
- Ability to organize, prioritize and respond to deadlines while working on multiple tasks
- Ability to develop reports
- Exhibits the ability to be a creative thinker and self-starter

**Intern takeaways:**

- Leadership
- Interpersonal Skills
- Public Speaking
- Networking
- Organization Skills
- Data Management & Analytics

**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 promptly.

**Deadline:** May 1, 2019