

Say Yes Buffalo Internship
Opportunity
Position: Project Play WNY Summer
Assistant

Organization Name: Community Foundation for Greater Buffalo – Project Play WNY

Location: Larkin at Exchange Building (726 Exchange Street, Suite 525, Buffalo NY 14210)

Website: <http://www.projectplaywny.org>

Organization Description/Profile: Project Play WNY is collective impact initiative to build a WNY community in which all children have the opportunity to be active in sports. The Community Foundation for Greater Buffalo and the Ralph C. Wilson, Jr. Foundation, with technical support from The Aspen Institute Sports & Society Program, are leading this collective impact initiative through cross-sector partnerships that engage public, private, and philanthropic institutions, as well as residents, in collective action. The Community Foundation serves as convener, co-creator and administrative backbone organization, working with the Aspen Institute and Ralph C. Wilson, Jr. Foundation to mobilize stakeholders and develop breakthrough initiatives. Initiative change strategies focus on The Aspen Institute Project Play framework and will build upon the Western New York State of Play report released in June, 2017.

Position Supervisor & Title: Bridget Niland, Director of Project Play WNY

Internship Duties and Responsibilities:

The Project Play intern will provide communication, administrative and logistical support to the Project Play WNY Initiative, with particular focus on engaging youth voice into the various projects and priorities through social media and community engagement visits.

Essential Duties and Responsibilities:

Communication

- ☐ Assist the PPWNY team with social media platforms such as LinkedIn, Twitter, Facebook, Snapchat, and Instagram
- ☐ Follow up on PPWNY program to get/share photos after events
- ☐ Support team with updating and monitoring PPWNY website and email accounts

Administrative

- ☐ Assist in updating and maintaining the program's contact management database

- ☐ Perform research that supports PPWNY programming, including organizing and cataloging data as to various youth sports activities in WNY
- ☐ Aid in sending invitations, monitoring responses, and sending follow-up inquiries when directed
- ☐ Assist in tasks related to event planning and execution, including organizing day-of event volunteers and tasks
- ☐ Perform administrative duties as they arise, including fielding calls and responding to emails from Alumni and participant
- ☐ Other duties may be assigned as necessary by the Director

Minimum Requirements:

- Full time Say Yes Scholar or past scholar, in good academic standing
- Sport Management, Business, Physical Education, Athletic Training students encouraged to apply.
- Desired skills:
 - o Completed or working toward a college degree, preferably in a related field (e.g., Marketing, Communications, Public Relations or Sport Management)
 - o Working knowledge of MS Office and Mac OS
 - o Exemplary interpersonal skills with ability to work effectively with Project Play WNY staff, partners and other individuals and groups
 - o Ability to resolve problems efficiently, effectively and independently

Intern takeaways:

- Knowledge of operations for a nonprofit communications department
- Organizational skills
- Creative problem solving
- Leadership and time management skills
- Public speaking

Duration of employment: 10 weeks, 40 hours per week

Compensation:

- – \$11.10/hr – 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 resume and cover letter 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 15, 2019