

# Say Yes Buffalo Internship Opportunity

## Position: Legal Intern

**Organization Name:** Bar Association of Erie County

**Location:** 438 Main Street, Buffalo NY

**Website:** [eriebar.org](http://eriebar.org)

**Organization Description/Profile:** The Bar Association of Erie County (BAEC) is a professional organization with more than 3,600 member lawyers, judges, law students, legal administrators and paralegals. The BAEC is the largest bar association outside the metropolitan New York City area and each year conducts various programs and services for the legal community and community at large. Members of the BAEC work to improve the profession, the community in which they live and the administration of justice.

**Position Supervisor & Title:** Susan L. Kohlbacher, Assistant Executive Director

**Internship Title:** Legal Intern

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

General administrative support for Bar Association executives and management. Duties will include assisting with mailings, billing, filing, delivery, continuing legal education support tasks, and receptionist duties. If intern has such skills, intern will assist with social media updates and web site updates. Intern will attend meetings to observe lawyers and educational forums.

### **Minimum Requirements**

- Say Yes Scholar in good academic standing (must be a rising Sophomore or older) or recent Say Yes grad
- Detail oriented with strong writing skills
- Great organizational skills
- Working knowledge of Microsoft Word
- Working knowledge of Microsoft Excel
- Web or social media experience; photography skills
- Ability to multi task
- Web or social media experience; photography skills
- Experience preparing correspondence
- **Strong technology skills preferred**

**Intern takeaways:**

- Skills:
  - Leadership
  - Interpersonal
  - Public Speaking
  - Familiarity with legal profession

**Organization Takeaways:**

Completion of Court/attorney Directory project; completion of CLE administrative follow up; assistance with organizational advancement.

**Duration of employment:** 20 hours per week for a minimum of 10 weeks during the summer 2019. Exact start and end dates will be decided upon by the employer and hired intern.

**Compensation:**

- \$11.10/hour. 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:** 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:** April 22, 2019