

Say Yes Buffalo Internship Opportunity

Position: Site Ambassador

Organization Name: West Side International Soccer

Location: Buffalo, NY

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

Organization Description/Profile:

MISSION:

Westside International Soccer (WSIS) strives to develop youths using soccer as a vehicle to provide a safe place to play, connect with mentors, bridge cultural differences, and empower participants to become leaders in their community and their chosen life pursuits.

OUR FOCUS:

WSIS is open to all youth players with a focus on providing refugees, at-risk, and low-income children with opportunity and access to free, safe, quality soccer programs regardless of economic means. We provide both competitive and noncompetitive soccer programs with a strong focus on the noncompetitive aspects of soccer that promote positive youth development.

Position Supervisor & Title: Amanda Escobar, Co-Founder and Executive Director

Internship Duties and Responsibilities:

WSIS is looking for a talented intern to assist the Executive Director with a unique blend of administrative tasks, outreach and development (fundraising). As we continue to expand our youth programming, we can use some help behind the scenes! We're looking for someone to help with the following duties:

- Assist with student check-ins and track attendance
- Conduct outreach with parents and families
- Assist with data entry
- Take on a leadership role with our social media activity and assist with website maintenance
- Help with payroll and Quickbooks (Don't worry – we'll teach you how to do this)

- Help us improve our marketing materials – **please be prepared to share writing samples if selected to interview!**

This position is not restricted to any particular major – if you possess the skills and passion needed for this role, we welcome you to apply!

Minimum Requirements

- Say Yes Scholar in good academic standing (must be at least a rising Sophomore in college) or recent Say Yes graduate
- Possess strong organizational and communication skills
- Be familiar with popular social media platforms such as Twitter and Facebook
- Be outgoing and eager to learn
- Be comfortable working with a diverse group of students and their families

Intern takeaways:

- Gain insight about how to run a rapidly growing non-profit organization
- Strengthen marketing and social media skills
- Build leadership skills

Duration of employment: This position will begin at the end of May and run through August 25th. The exact start date is flexible and will be agreed upon by West Side International Soccer and the hired intern. This position will be no more than 20 hours per week.

Please note: In addition to hours worked during the week, **this position will require availability on most Saturdays from 9 AM to 3 PM** and there will be a break during the week of July 4th.

Compensation: Rate of pay is \$11.10/hour for 20 hours per week. 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 20, 2019