

Say Yes Buffalo Internship Opportunity

Position: Summer Intern

Organization Name: Phillips Lytle LLP

Location: One Canalside 125 Main Street, Buffalo, NY 14203

Website: www.phillipslytle.com

Position Supervisor & Title: Sandra E. Langs, Human Resources & Professional Development Director

Internship Duties and Responsibilities: General clerical support to large Law Firm and its various support departments. Opportunity to gain exposure to the support necessary for the operation and work of a law firm, as well as potential exposure to areas of the Firm's practice. The position will require attention to detail, organization, computer skills, research and the flexibility to be able to jump in on projects for lawyers, recruiting, marketing and human resources professionals.

Minimum Requirements

- Say Yes Scholar in good academic standing (must be at least a rising Sophomore) – recent Say Yes graduates will also be considered
- Desire to work in the legal profession
- Positive attitude and flexible
- Excellent written and verbal communication skills
- Strong organizational skills
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas

Duration of employment: This internship will take place during the summer of 2019 for approximately 10 weeks. Exact start and end dates will be determined by the hired intern and employer.

Compensation: \$11.10/hour for approximately 20 hours per week.

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. **Please note:** Our lobby doors are not automatic.

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