

# Say Yes Buffalo Internship Opportunity

Position: **Support Specialist**

**Organization Name:** RUPP BAASE PFALZGRAF CUNNINGHAM LLC

**Location:** 424 Main Street Buffalo, NY 14202

**Website:** [www.ruppbaase.com](http://www.ruppbaase.com)

**Organization Description/Profile:** Law Firm

**Position Supervisor & Title:** Timothy Tutko, Director of Human Resources

**Internship Title:** Support Specialist

**Internship Duties and Responsibilities:** Candidate will provide administrative support to the various departments within our law firm. There will be assignments within Marketing, Human Resources, Accounting, and General Administration. **Additionally, candidate will gain exposure to various elements of the legal system inside and outside of the firm office.**

**Minimum Requirements:**

- Say Yes Scholar in good academic standing – must be at least a rising Sophomore
- Recent Say Yes graduates will also be considered
- Strong interest in law
- Attention to detail, strong organizational skills, confidentiality, and strong written and verbal communication skills are required.

**Duration of employment:** June 3<sup>rd</sup> through August 23<sup>rd</sup> (dates are flexible)

**Compensation:** \$12.00/hr.

**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 24, 2019