Contingent on social distancing guidelines, this internship is subject to change.

Job Development Intern

Organization Name: Center for Employment Opportunities

Location: 170 Franklin Street, Suite 300, Buffalo, NY 14202

Website: ceoworks.org

Organization Description/Profile:
The Center for Employment Opportunities is dedicated to providing immediate, effective, and comprehensive employment services to men and women with recent criminal convictions. Our vision is that anyone with a recent criminal history who wants to work has the preparation and support needed to find a job and stay connected to the workforce.

CEO began as a demonstration project of the Vera Institute of Justice in the 1970s and has grown to become the nation's leading employment reentry organization. Since 1996, CEO has secured over 20,000 private-sector job placements for formerly incarcerated individuals across the country. In 2009, CEO began replicating its program model and Buffalo as the first expansion site. CEO currently serves nearly 5,000 program participants each year across 18 cities in six states.

Since opening its doors in 2009, CEO Buffalo has served roughly 1,500 men and women returning home from incarceration or on probation, equipping them with the basic workplace skills needed to compete in the permanent labor market. CEO Buffalo has made over 1,100 full-time job placements to date in industries as diverse as food service, retail/wholesale, manufacturing, human services, construction, maintenance, and warehousing.

Position Supervisor & Title: Dixie Farr, Buffalo Site Director

Internship Title: Job Development Intern

Internship Duties and Responsibilities:

- Contact new participants and invite them to P2E Class
- Actively facilitate the intake process from start to finish
- Actively assist and facilitate Pathways to Employment Workshops
- Assist staff in planning, organizing, and hosting mock interviews events
- Seek and update open employment opportunities list
Work with Retention Specialist to publish a monthly Retention newsletter
Seek partnership with local community-based organizations to provide participants with additional services

**Minimum Requirements:**
- Say Yes Buffalo Scholar enrolled in college full time in good academic standing – must be at least a rising sophomore (Recent Say Yes Buffalo graduate considered)
- Time management and multi-tasking skills
- Creativity and flexibility
- Goal oriented and self-motivated team player
- Innovative
- Customer service
- Microsoft Suites

**Intern Takeaways:**
- Analytical and creativity skills
- Problem solving, public speaking, and event planning skills
- Communication and teamwork skills
- Interpersonal and intrapersonal skills
- Teamwork skills

**Duration of employment:**
Interns can work up to 20 hours per week for 8 weeks during the summer of 2020 (for 200 hours maximum) – exact start and end dates will be agreed upon by the employer and hired intern

**Compensation:**
The position pays $14.75 per hour. (Up to 160 hours total)

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 & cover letter to info@sayyestoyourcareer.org.

If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

**By applying to this internship, you are agreeing to the application agreement which can be found beneath the internship postings on our website.**

**Deadline:** Friday, May 8th, 2020 by 5:00PM
Interviews:
The interviews will be conducted in May and the hired intern will be chosen by May 29th.

Interviews will be conducted via virtual or phone until the New York State Department of Health deems this practice no longer necessary. If you don’t have the means to interview in this way, contact Johanna Caplan at jcaplan@sayestoeducation.org.

Please note: Internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.

We are doing our best to have as many internship options as possible during these unprecedented times.

Reach out if you have any questions.