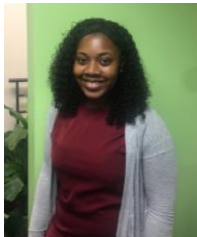


SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

Past Interns Include:



Jesana Gadley

2019 Intern

Canisius College

Class of 2020

Major: International

Business /

International

Relations

TEACHFORAMERICA

Operations Associate

Organization Name: Teach For America Buffalo

Location: 345 West Ferry Street, Buffalo NY 14213

Website: [teachforamerica.org/where-we-work/buffalo](https://www.teachforamerica.org/where-we-work/buffalo)

Organization Description/Profile:

Children growing up in disenfranchised communities lack access to resources and opportunities and attend schools that are not equipped to meet all their needs. This is known as educational inequity. Teach For America is a diverse network of leaders who confront educational inequity by teaching for at least two years and then working with unwavering commitment from every sector of society to create a nation free from this injustice. As educators, advocates, entrepreneurs, policymakers, and community members, we fight for the aspirations of students and families.

Teach For America recruits outstanding and diverse leaders early in their careers and ask them to make a commitment that begins with two years of teaching in a public school, partnering with children and families most impacted by educational inequity. Teachers are developed to go beyond traditional expectations to advance students' academic and personal growth, while helping to strengthen their schools. In partnership with schools, local universities, other organizations, and businesses in the communities where we work, corps members are provided with initial training, ongoing professional development, and access to an unparalleled resource and support network. Since 2014, Teach For America has worked alongside our partners in Buffalo to create opportunities for kids in our most underserved communities.

Learn more about Teach For America's work at <https://www.teachforamerica.org/what-we-do>.

Position Supervisor & Title: Jasmine Ansah; Managing Director, Program Continuum

Internship Title: Temp – Operations Associate

Internship Duties and Responsibilities:

The Operations Associate will support the Teach for America Buffalo region in event planning and execution, internal & external communication and resource management.

Event Management

- Adhere to project plans and timelines for regional events including orientation week for incoming corps members
- Assist with set up and breakdown of events

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- Consult with program and operations staff
- Event planning activities include: managing RSVP lists, ordering catering, placing reminder phone calls, creating name tags, assisting with logistics

Communications

- Support with management of social media accounts, as needed
- Record events (take pictures, videos), as needed
- Share updates on event management with staff members
- Send invitations/thank you's, as needed, to community partners

Resource Management

- Ensure inventory of all office supplies
- Assist in organization and ordering of all supplies for staff team effectiveness
- Manage all event resources before, during and after events
- Develop and maintain any systems needed to track event supplies

Minimum Requirements

- Say Yes Buffalo scholar enrolled full time in college in good academic standing (must be at least a rising sophomore) or recent Say Yes Buffalo graduate
- Ability to be flexible & responsive during fast-paced events
- Desire to learn continuously
- Highly organized and detail-oriented

Intern takeaways:

- Project planning and management experience
- Understanding of day-to-day operations work
- Opportunity to participate & learn alongside current corps members about educational landscape in Buffalo
- Opportunity to meet with all staff members to understand vision and mission of local non-profit organization

Duration of employment:

This internship will consist of 10 weeks during the summer of 2020. Exact start and end dates will be decided upon by the hired intern and program staff.

Compensation:

The position pays \$11.80 per hour at 20 hours per week.

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.



SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

To apply:

Submit cover letter & resume 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: May 8th, 2020 by 5:00PM

Interviews:

The interviews will be conducted on a rolling basis.

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.