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

**Organization Name:** Say Yes Buffalo

**Location:** 712 Main Street Buffalo, NY 14202

**Website:** sayyesbuffalo.org; sayyestoyourcareer.org

**Organization Description and Core Values:** The mission of the Say Yes Buffalo partnership is to strengthen the Western New York economy by investing in the education of Buffalo’s future workforce. The primary goals of the partnership are to convene the school district, parents, teachers, administrators, state, city and county governments, higher education, community-based organizations, businesses and foundations to increase high school and postsecondary completion rates.

The Internship & Career Pathways Program at Say Yes Buffalo is a workforce development initiative that connects Say Yes scholars – current college students who are graduates of Buffalo Public and Charter Schools – with local employers through trainings, employer tours and site visits, job skills workshops and paid professional experiences.

This summer, we are looking for a Say Yes Buffalo scholar to assist us with connecting fellow students with paid internships in the private sector.

**Position Supervisor & Title:** Stephanie Peete, Internship & Career Pathways Program Supervisor

**Internship Title:** Outreach & Engagement Intern

**Internship Duties and Responsibilities:**

- Research other cities that have thriving internship programs with private sector (corporate) paid internships and create a strategy to better connect Say Yes Buffalo scholars with local employers. This will include:
  - Reviewing past program data to identify areas of opportunity
  - Conducting informational interviews with past, current, and prospective employer partners
  - Conducting student outreach to explore methods to better serve Say Yes Buffalo scholars (methods may include online surveys, individual phone calls and/or focus groups)
  - Providing project updates in weekly supervision meetings

- Assist with event planning duties as needed – managing RSVP lists, making name tags, placing reminder phone calls, taking event photos, etc.

- This internship will end with a formal presentation of your findings and recommendations for our program. The presentation will be attended by various members of the Say Yes Buffalo leadership team.
Minimum Requirements:
- Say Yes Buffalo scholar enrolled in college full-time and in good academic standing (must be at least a rising Sophomore) – recent Say Yes Buffalo college graduates are also eligible
- Comfortability speaking on the phone – a positive attitude is a must!
- Ability to work independently and take initiative
- Strong research and analytical skills

Desired Skills:
- Interest in workforce development, human resources, racial equity, higher education, economic development or other related career path
- Experience with event planning

Intern takeaways:
- Access to Say Yes Buffalo’s leadership team
- Opportunities to network with local private sector leaders
- Real-world presentation skills

Compensation: Rate of pay is $14.75/hour. This internship is for 20 hours per week for 8 weeks (up to 160 hours total).

Duration: The internship begins in mid June and runs through mid-August. Exact start and end dates will be decided upon during the interview.

To apply: Please submit resume and cover letter to info@sayyestoyourcareer.org.
Please note: Say Yes Buffalo staff may reply with edits or suggestions for your resume and/or cover letter. Please check your email and reply promptly to ensure your materials are submitted by the application deadline.

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 PM

Interviews: Interviews will be conducted between May 18th and the 29th. 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@sayyestoeducation.org.

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