



Job Description Buffalo First! Local First Intern

Status: 13 weeks; Temporary; part -time

Reports to: Board of Directors

Schedule: flexible: 10 hours per week- between 8am and 4pm

Wage: \$12.50

Benefits: Bus pass or mileage reimbursement allowance up to \$150.00 for 13 weeks.

RESPONSIBILITIES - The Local First Intern is responsible for the quarterly supporter outreach campaign, a quarterly public event and maintaining the Buffalo First Local business directory.

Buffalo First will provide a desk at 780 Fillmore Ave. Buffalo, NY 14212 during regular business hours from which to work. Other locations are acceptable if Intern uses own computer for web based applications.

TASK INCLUDE but are not limited to:

- Supporter request mailings in targeted area as determined by the board.
- Supporter request e-mail campaigns in targeted area as determined by the board.
- Organizing a public mixer or event to promote Buffalo First's "Think Local First" program in targeted area as determined by the board.
- Maintaining "Think Local First" content on the Buffalo First website
- Working with other non-profit partners on the "Think Local First" program
- Maintaining the DonorPerfect database.
- Site visits to locally owned businesses to help them fill out their Buffalo First directory listings.
- Maintaining Buffalo First member directory listings.



PO Box 166
Buffalo, NY 14213

INTERNSHIP JOB APPLICATION

Buffalo First!

We are an Equal Opportunity employer.

NAME: _____

PHONE: _____

Address: _____

Email: _____

Date: _____

referral source:

Professor: _____

School: _____

Have you ever applied to or worked for Buffalo First before? _____

Are you currently employed? _____ May we contact this employer? _____ Phone: _____

This internship begins on _____ Will you be available to begin work on that date? _____

REFERENCES

Name	Phone	email	Relationship

EDUCATIONAL HISTORY

School	Dates	Degree	Course of Study

Please tell us about any relevant skills or experiences. (You may attach a separate sheet).

We consider all applicants for all positions without regards to race, color, religion, sex, national origin, age, marital status, sexual preference, the presence of non-job related medical condition or handicap, or any other legally protected status.

EMPLOYMENT HISTORY

Employer: _____

Phone: _____ Address: _____

Job Title: _____ Supervisor: _____

Dates from: _____ to: _____

Reasons for leaving: _____

Duties: _____

Employer: _____

Phone: _____ Address: _____

Job Title: _____ Supervisor: _____

Dates from: _____ to: _____

Reasons for leaving: _____

Duties: _____

Employer: _____

Phone: _____ Address: _____

Job Title: _____ Supervisor: _____

Dates from: _____ to: _____

Reasons for leaving: _____

Duties: _____

I certify that I have read the Internship Job description and that I understand the requirements of the position and that all information I have given is true to the best of my knowledge.

In the even of employment, I understand that false or misleading information given in my application or interviews may result in discharge. I understand that I am required to abide by the rules and policies of Buffalo First during my internship. I also understand that poor job performance will be grounds for discharge.

Applicant's signature: _____ Date: _____

BUFFALO FIRST use only

1st interview date: _____ by: _____

2nd interview date: _____ by: _____

Manager's actions:

offer employment - date: _____ to reconsider list - date: _____

do not offer employment - reason: _____

Applicant's response:

accepted offer - start date _____ declined offer - reason: _____