TechBuffalo PowerUpTech Summer Internship (Communications, Data/AI, & Events)

About TechBuffalo: Founded in 2020, TechBuffalo is a nonprofit talent-driven economic development organization. TechBuffalo is building a sustainable, inclusive, and accessible tech ecosystem - creating the talent density needed for companies to thrive right here in Western New York. Learn more at https://www.techbuffalo.org.

Location & Time Commitment: This is a part-time, in-person role in Buffalo, NY. Our offices are located at Seneca One Tower (1 Seneca St. Buffalo, NY 14203).

- **Hours:** 20 hours a week with the potential for up to 30 hours.
- **Schedule:** The start date is mid to late May. Please note that some evening availability is required, as all interns will assist with PowerUpTech signature events in some capacity.

Position Summary:

TechBuffalo is seeking motivated undergraduate students to join our summer internship program across three critical tracks: Communications, Data/AI, and Events. These roles are designed to directly support our PowerUpTech initiatives, requiring hands-on engagement, strategic thinking, and a passion for growing Buffalo's tech community. Please review the track descriptions below and indicate your preferred focus in your application.

Track 1: Communications Intern

Recommended Majors: Communications, Public Relations, Marketing, or Digital Media

Responsibilities:

- Collaborate directly with our Director of Communications and PowerUpTech Program Manager to design communications that increase engagement and attendance for after-hours events.

- Draft messaging for employers and interns throughout the summer to keep managers informed of program scheduling and student takeaways.
- Create a weekly newsletter highlighting upcoming PowerUpTech events and local tech happenings.
- Assist with the creation of overall program materials and collaborate on TechBuffalo email communications.
- Drive social media engagement by creating compelling content and capturing B-roll footage at events.
- Track and analyze performance metrics to measure the reach and impact of our digital communications.
- Assist with signature events as needed.

Track 2: Data/AI Intern

Recommended Majors: Data Science, Information Systems, Computer Science, or Statistics

Responsibilities:

- Research and implement modern, effective tools to gather feedback from PowerUpTech interns at the conclusion of each event and session.
- Manage survey data from students, curating it into a highly useable dataset.
- Generate actionable reports on survey data to highlight our program's impact on interns and identify areas for improvement.
- Co-create an alumni database using intern contact information to facilitate long-term engagement.
- Recommend tools to best suit data housing needs and ways to best leverage AI in our data management.
- Utilize HubSpot to support overall data management and tracking initiatives.
- Asist with signature events as needed.

Track 3: Events Intern

Recommended Majors: Event Management, Hospitality, Public Relations, or Business Administration

Responsibilities:

- Work closely with the PowerUpTech Program Manager and Events Coordinator to manage all logistics for PowerUpTech signature events to ensure the day runs smoothly.
- Connect and coordinate with outside vendors to ensure seamless service delivery.
- Assist with event check-in, set up, tear down, and warmly direct and greet students as they arrive.
- Create supplementary documentation, such as FAQs regarding venue details, event timing, parking, and travel arrangements, to share with students.
- Create informative event handouts and design space layout map templates that can be utilized year over year.
- Collaborate with fellow interns to provide feedback on event flow and pitch ideas for improving participant engagement and logistics.

Qualifications

General Qualifications (All Tracks):

- Currently pursuing an undergraduate degree.
- Strong organizational and project management skills with sharp attention to detail.
- Clear written and verbal communication skills.
- Ability to manage multiple tasks, deadlines, and stakeholders simultaneously.
- Ability to represent TechBuffalo professionally at public events.
- Willingness and ability to work some evenings to assist cross-functionally with TechBuffalo signature events.

Track-Specific Qualifications:

Communications:

- Coursework or experience in social media management and digital content creation.
- Familiarity with email communication strategies and platforms.
- Ability to track and interpret metrics on social media and email campaigns

Data/AI:

- Knowledge of survey platforms, data analysis, and HubSpot.
- Experience in generating reports and presenting data.
- Preferred: Familiarity with Gemini.

Events:

- Comfort with event logistics, scheduling, and onsite coordination.

Compensation & Benefits:

- $18-25/hour.
- Professional development opportunities.
- Access to Buffalo's innovation ecosystem and 43North Foundation network.

To Apply: Please send your résumé to awink@techbuffalo.org Make sure to specify which internship track you are applying for in your subject line (e.g., "Subject: TechBuffalo Summer Intern [Track Name]").