Internal Communications & Media Academic Internship
Golden Gate National Parks; Fort Mason, San Francisco
Part Time, Spring Semester 2017 (with potential for Summer Extension)
Available only to students currently enrolled at SFSU and CCSF

OVERVIEW

The Golden Gate National Recreation Area (GGNRA) is a destination for both locals and international visitors with its sweeping vistas, immense biological diversity, and unique cultural resources. With over 15 million visitors annually and over 80,000 acres of land, the GGNRA is the largest urban national park in the country.

The mission of the Golden Gate National Recreation Area’s Facilities Management Division is to maintain the park’s buildings and landscaped areas for the use and enjoyment of park staff and visitors. Facilities Management is the largest division within GGNRA and involves many different activities carried out by staff and volunteers including building maintenance, accessibility, budget and administrative work, custodial work, maintaining roads and trails, trash and recycling, planting native plants, vegetation management, site improvements, and preserving native and historic landscapes.

POSITION

Are you a creative type, interested in learning what it takes to operate the largest division within the most visited unit in the National Park Service?

We are looking for someone who is interested in learning all the things that happen behind the scenes in the Facilities Management (Maintenance) Division. The Facility Management Intern will assist in creating and improving internal communications. Work as a part of the Facilities Management team, in a fast-paced multitasking environment, directly under the Administrative Assistant to the Chief of Facility Management. Projects include developing a monthly internal newsletter, a visual organization chart of all division staff and creating materials that highlight our staff and volunteers.

The ideal candidates for this position will have photographic/video and/or web and social media development skills, outstanding customers service skills, and the ability to work cooperatively with cross-functional teams.

DESCRIPTION OF DUTIES

Working with the Administrative team of the Facility Management division the intern will gain experience in managing division operations. Typical assignments would include:
• Taking photographs and/or digital video of staff and volunteers in action, for park records and recruitment, and posting these files on the park website and social networks
• Maintaining and contributing to the Facility Management monthly newsletter and internal communication tools including our website.
• Creating and maintain a visual organization chart, with pictures, names and positions; similar to a year book of all Facility Management Division (+100 employees).
• Assisting our Associability team with ADA and ABA compliance projects, public meetings, digital media and our beach wheelchair rental program.
• Although a majority of this position’s duties are oriented towards the Facility Management division, sometimes it may be necessary to help Park staff with field projects, assisting with preparations for holidays and special events that may impact park operations, and other support duties, etc.

BENEFITS
• Learning all aspects of operations related to managing the largest division in the most visited unit in the National Park Service.
• Opportunity to enjoy the scenery, natural and cultural resources of a spectacular National Park.
• Opportunities to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our nation’s natural and cultural resources.
• Gain youth leadership and media production experience at a highly respected organization with a model partnership between National Park Service, Golden Gate National Parks Conservancy, and other Park Partners.
• Develop professional quality media for inclusion in a resume, portfolio, or presentation reel.
• Exposure to park accessibility projects including ADA and ABA regulations and guidelines.
• A uniform will be provided.
• Opportunity for personal/professional development days to pursue an interest, including training and education in various departments within the Park Service and Parks Conservancy.
• Fifty Dollar ($50.00) per day taxable stipend available, plus academic credit.

DESIRED QUALIFICATIONS
• Creative, innovative, and able to develop compositions to meet the targeted audiences.
• Good communication skills; treats others with respect; speaks and writes clearly and effectively.
• An ability and desire to work with people of varying backgrounds and ages, different backgrounds, ethnicity, races, genders, sexualities, ages, and viewpoints
• Experience in working with computers, the Internet, Microsoft Office Programs, and with computer databases. Experience with database operations or Photoshop/ InDesign a plus.
• Photographic skills and familiarity with the National Park Service and park maintenance operations is a plus.
• Ability to follow directions carefully, but also to work independently and take on a leadership role as needed.
● Energetic, flexible, self-motivated, and a sense of humor
● A valid driver’s license, clean driving record.
● Bi-lingual skills are a plus.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**
● Intern will work mostly indoors, and occasionally outdoors. Outdoor weather conditions vary from day to day – intern must be able to perform duties outdoors while maintaining a sense of humor
● Intern must be comfortable sitting, standing, and walking in public settings frequently

**TERMS**
● Desired Start Date: January 2017
● 2 – 3 days per week, January through May. Summer (full time) extension possible based on funding, performance, and need
● Available only to students currently enrolled at College of Marin, SF State, and City College of San Francisco
● Fifty Dollar ($50.00) per day taxable stipend plus academic credit available
● Intern must have a Social Security Number or Individual Taxpayer Identification Number to receive stipend

To apply for this position, please submit an application and send a resume and a thoughtful cover letter to AcademicIntern@parksconservancy.org. Please indicate the position(s) that you are applying for in your cover letter. No phone calls please.

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The Parks Conservancy and National Park Service seek to increase diversity in the workplace and reflect our Bay Area community. People of color and of all backgrounds are encouraged to apply.