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 Planning Division manages a variety of long- and short-term planning projects for sites throughout the park in Marin, San Francisco and San Mateo counties. We facilitate environmental review and public involvement, manage transportation and trails planning, coordinate with other agencies and land managers, and facilitate access and site planning for the future of Alcatraz, Muir Woods, the park’s equestrian stables, Ocean Beach and many of the newest park areas in San Mateo County. Help is needed for many tasks related to our work.

POSITION

Do you want to be part of planning for the future of the your local national parks?

We are looking for a planning intern who is excited to work with our division staff on a broad range of planning assignments. We will match your skills and interests with our needs, including information management, public involvement, trails and transportation planning, environmental planning, meeting set up and documentation, data collection and assisting division staff.

DESCRIPTION OF DUTIES

- Planning Assistance
  - Gather and organize information needed for planning and environmental reviews
  - Help prepare planning documents and environmental reports
  - Take notes and prepare minutes from planning meetings
  - Prepare graphics and presentation materials
  - Assist with community outreach, particularly developing newsletters, web content, stakeholder mapping and managing mailing lists
  - Participate in volunteer efforts and site visits
Other Duties

- Assist with organization and set up for public meetings
- Participate in trainings and education opportunities provided by the National Park Service and the Golden Gate National Parks Conservancy

BENEFITS

- Learn about and participate in park planning activities
- Gain professional development in a team setting at a highly respected park
- Develop public speaking skills
- Develop customer service skills
- Great opportunity to work with staff from a variety of disciplines and understand the planning and public involvement processes
- 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

- Enthusiasm for planning and working in a park setting
- Customer service skills
- Energetic and self-motivated
- Strong communication skills
- Good writing and editing skills, particularly to convey complex information simply
- Have an “eye” for good graphics, particularly in newsletters and websites
- Knowledge of basic Microsoft Office
- Familiarity with Adobe Creative Suite (InDesign, Illustrator, Photoshop) and Arc GIS
- Ability to get to Fort Mason in San Francisco
- Ability for work days to be between Monday-Friday, occasional weekends and evenings

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- The Planning Division offices are located at Fort Mason in San Francisco.
- Intern will work primarily indoors but may occasionally accompany staff on field visits.
- 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 (part or full time) extension possible based on funding, performance, and need. Schedule may include some nights and weekends
- Available only to students currently enrolled at College of Marin, SF State, and City College of San Francisco
$50.00 daily 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.

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.