



## Internal Communications Academic Internship

Golden Gate National Recreation Area; Fully in-person  
Part Time (2-3 full days/week), Summer 2026  
Available only to students currently enrolled at COM, CCSF, and SFSU

### Organization Description:

Since 1981, the Golden Gate National Parks Conservancy (Parks Conservancy) has served as the nonprofit partner of the National Park Service, collaborating with the Presidio Trust, partners, donors, and the community to support the Golden Gate National Recreation Area (GGNRA). The GGNRA stretches across three Bay Area counties north and south of the Golden Gate Bridge and includes iconic places such as Muir Woods National Monument, Fort Point National Historic Site, Alcatraz Island, Crissy Field, Mori Point, Lands End, and the Presidio of San Francisco.

The Parks Conservancy engages at the intersection of national park sites, local communities, social justice, and climate resilience. Collaborating with partners, our staff are dedicated to enhancing public awareness and providing volunteer and educational opportunities in the parks. We are park builders, caretakers, ambassadors and educators, all working to connect people to parks in support of our vision *Parks for All Forever*. Join us.

### Branch/Unit Description:

Internal Communications and Employee Engagement is part of the People and Culture branch within the Parks Conservancy. People and Culture also includes Diversity Equity & Inclusion, Learning & Development, and Human Resources. As a group, we support approximately 300 employees across different work sites throughout the San Francisco Bay Area.

Internal Communications and Employee Engagement lead the Parks Conservancy's internal communications strategy aligning employees with strategic goals, enhancing our values-based culture, supporting change management, and inspiring a sense of connection and belonging to the organization in line with the organization's mission and vision.

## **Internship Overview:**

An Internal Communications Intern will play a vital role in supporting the Director of Internal Communications and the broader team. Responsibilities include assisting with the creation and distribution of electronic internal newsletters, gathering and curating content from different branches, and helping to organize staff events and activities. The intern will also help analyze communication channels, monitor employee feedback, and contribute ideas to improve engagement and information sharing across the organization.

This position is located in Fort Mason, San Francisco. The start date for this position is June 2nd, 2026, with an end date of August 14th, 2026. Work is performed Fully in-person. The work schedule for this position is Tuesdays, TBD other day and then Fridays with intern group. Interns must be able to work in half-day or full-day increments. Interns must have a Social Security Number or an Individual Taxpayer Identification Number to receive a stipend. This position is only available to students currently enrolled at College of Marin, SF State University, and City College of San Francisco.

**Reports To:** Internal Communications and Employee Engagement Director

## **Learning Objectives:**

- Through this internship, participants will develop hands-on experience in internal communications
- Learn to create, curate, and distribute organizational messaging across multiple platforms
- Strengthen skills in content development, event coordination, and employee engagement strategies
- Develop an understanding of how effective communication supports organizational culture and strategic objectives
- Build competencies in analyzing employee feedback and managing internal communication channels
- Collaborate with diverse teams, fostering professional growth and teamwork
- Deepen insights into communications' role in change management and maintaining a values-driven workplace

## **Essential Functions and Responsibilities:**

- Assist with drafting and editing weekly internal newsletter ensuring timely and engaging updates for employees. Collect and analyze feedback and engagement metrics from newsletter recipients to assess communication effectiveness and inform content improvements

- Gather and organize information about employee events by coordinating with teams to collect accurate details. Centralize and compile this data for easy distribution through internal channels
- Support Internal Communication team and overall People & Culture branch with communications and events

### **Knowledge, Skills, and Abilities:**

- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and office management software; familiarity with internal communication platforms (e.g., SharePoint intranet, Viva Engage, Microsoft Teams)
- **Communication:** Excellent written and verbal communication skills; ability to convey complex information clearly and concisely. Approach communications with an active and empathetic approach of listening, responding, understanding
- **Organization & Time Management:** Strong organizational skills with the ability to manage multiple tasks and deadlines
- **Attention to Detail:** Precision in completing administrative tasks and communications. Ability to create, manage and produce high quality and effective communication products
- **Resourceful and Adaptable:** Ability to manage various responsibilities and switch between administrative and communication duties fluidly. Ability to operate in ambiguity and rapid change and to identify creative solutions to obstacles
- **Discretion:** Handle sensitive and confidential information with discretion and integrity
- **Relationship Building:** Ability to build effective working relationships with people, inclusive of different backgrounds, ethnicities, genders, sexualities, ages, and viewpoints. Aware of their group identities and how they shape life and experiences at work. Understand how racism and other forms of oppression in society impact relationships, systems and culture. Aligned with the Parks Conservancy mission and values

### **Health and Safety:**

It is the goal of the Parks Conservancy to create and maintain a safe and healthy workplace. We work to mitigate hazards and risks that may cause harm to employees, consistent with state and federal laws. Employees play an active role in creating a safe and healthy workplace and are expected to comply with all applicable health and safety rules.

### **Physical Requirements and Work Environments:**

This position is located at the Parks Conservancy's headquarters in Fort Mason, San Francisco.

- Work is performed in an office setting, including a mix of telework and on-site
- Work is primarily performed sitting and standing. Regularly sits or stands at a desk 6-8 hours per day

### **Terms of Position**

- Start Date: June 2, 2026
- Fully in-person
  - Work site: Fort Mason
- Work Schedule: June 2<sup>nd</sup> - August 14<sup>th</sup> (11 weeks total)
- Intern must be able to work in half-day or full day increments
- Intern must have a Social Security Number or an Individual Taxpayer Identification Number to receive stipend
- Available only to students currently enrolled at College of Marin, SF State and City College of San Francisco

### **Benefits**

- Opportunity to attend trainings and workshops on a variety of topics including resume building and interview skills, history, flora and fauna of the GGNRA, mapping and monitoring, computer skills, and much more
- Opportunity to enjoy the scenery, wildlife and cultural resources of a spectacular National Park
- Opportunity to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our natural lands while engaging the next generation of park stewards
- Opportunity for personal/professional development days to pursue an interest, including training and education days in various departments within the Park Service and Parks Conservancy
- Two-hundred and fifty dollars (\$250) per week taxable stipend plus academic credit available
- Uniforms will be provided

### **Position Contact and How to Apply**

To apply for this position, please [submit an application](#) by March 15, 2026. For questions regarding the Academic Internship Program, please reach out to [internships@parksconservancy.org](mailto:internships@parksconservancy.org). No phone calls please.

**Application Deadline Date:** March 15<sup>th</sup>, 2026

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Golden Gate National Parks Conservancy is an Equal Opportunity Employer. Recruitment, placement and promotions are conducted without regard to an individual's race, color, religion, sex, national origin, age, physical handicap, veteran status or sexual orientation, or any other classification protected by Federal, State, and local laws & ordinances. We will consider qualified candidates with criminal history in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All qualified applicants are encouraged to apply.

