



Legal and Risk Management Academic Internship

Golden Gate National Recreation Area; Hybrid (virtual and 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:

The Legal Department was created in 2023 and is part of the Parks Conservancy's Operations Branch. This internship is supported and co-mentored by the Director of Employee Safety.

Internship Overview:

As a Legal and Risk Management Intern you will work across the organization on a wide variety of projects that will help the organization operate effectively, reduce risk and support a safe workplace and visitor experience. You may assist with contract review and contract administration workflows, legal and compliance research, drafting and updating policies and protocols, and preparing memos, summaries, and practical guidance for staff. You may also

support incident response and follow-up, and help develop or deliver trainings that make expectations clear and usable for staff.

You will also have opportunities to learn from and contribute to our Environmental Health and Safety Program, which may include helping to strengthen workplace safety practices, organizing and updating safety training materials, supporting regulated waste management procedures, and participating in site walk-throughs or operational reviews to see how safety and risk compliance maps onto day-to-day work.

Through this work you may work in several areas of law, including nonprofit law, corporate and commercial contracting, government contracts, real estate, construction, labor, and employment, workplace safety, tort and premises liability, insurance and risk management, privacy and data collection, intellectual property, administrative law, political and election compliance, immigration law, tax law, public finance law, and municipal law.

Most of these projects will involve desk work, but we will occasionally journey through the parks for site-inspections, incident review and evaluation, or programs and activities.

This position is located at Fort Mason. The start date for this position is June 2nd, 2026, with an end date of August 14th, 2026. Work is performed Hybrid (virtual and in-person). The work schedule for this position is 2-3 day/week. 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: General Counsel (co-mentored with the Director of Employee Safety)

Learning Objectives:

- This position may help you understand how legal and safety frameworks maps onto day-to-day business operations
- This position may help you determine if you want to go to law school or become an attorney
- This position may help you determine what areas of law you enjoy and may want to practice in

Essential Functions and Responsibilities:

- Legal research
- Drafting memos, briefs, and contracts
- Assisting with safety policies, procedures, and training materials
- Attending meetings and events

Knowledge, Skills, and Abilities:

- No requisite knowledge, skills, and abilities required for this position
- Applicant should be interested in or considering going to law school

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:

Applicant should be prepared to work at a desk most of the day for this position.

Terms of Position

- Start Date: June 2, 2026
- Hybrid (virtual and in-person)
 - Work site: Fort Mason, San Francisco
- Work Schedule: June 2nd - August 14th (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 (\$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.

Application Deadline Date: March 15th, 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.

