



## **Business Administration Academic Internship**

Golden Gate National Parks; Hybrid

Full-Time, Summer 2024

Available only to students currently enrolled at COM, SFSU and CCSF

### **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.

### **Branch/Unit Description**

This internship is with GGNRA's Business Management Division (BMD) which manages a portfolio of non-profit, commercial, and philanthropic partnerships with experience and expertise in leasing, contracting, financial management, and business development. BMD also provides organizational development services as needed to the GGNRA organization.

### **Internship Overview**

The Business Administration Academic Intern will be primarily mentored by BMD's revenue and fee business specialist who oversees the park's recreation fee collection program which includes areas such as entrance fees, campground reservations, and special access tours. In addition, the intern will be exposed to all 3 branches of BMD (lands and real estate, partnerships, revenue and

fees) and given assignments with consideration of the intern's career interests in addition to team needs.

This position is located at Fort Mason in San Francisco at GGNRA park headquarters. Work is performed in an office setting, including a mix of telework and on-site. The AIP program requires at least 2 full days per week onsite.

**Reports To:** NPS Revenue and Fee Business Specialist

**Essential Functions and Responsibilities:**

- Participate in BMD weekly team meetings
- Draft or review business documents in Microsoft Office and Adobe PDF formats
- Plan and support meetings with federal employees and partner organizations
- Conduct internet research and draft and present reports on topics as assigned

**Knowledge, Skills, and Abilities (KSAs):**

- Analytically minded
- Reliable and punctual
- Curious and enthusiastic
- Relevant majors or areas of undergraduate study include business administration / management, public policy / administration, accounting, finance, economics, etc.

**[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.

Based on the current state of the COVID-19 pandemic, the Parks Conservancy requires all employees to be vaccinated and to provide proof of such vaccination as a condition of employment.

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

- Ability to physically commute to GGNRA headquarters at Fort Mason
- Office setting may involve long periods of sitting and screen time
- Headquarters building is historic and may lack some modern amenities such as central air conditioning
- Light hiking (1-2 miles) in uneven terrain or travel by government vehicle may be required for occasional site visits

### **Terms of Position**

- Start Date: May 29, 2024
- Hybrid (safety and public health permitting – virtual work will be provided otherwise)
  - Work site: Fort Mason in San Francisco and GGNRA
- Work Schedule: Full-time, Monday - Friday, 9 a.m. - 5 p.m. (preferably with Tuesdays and Thursdays in person), May 29<sup>th</sup> – August 2<sup>nd</sup> (10 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:**

- Gain professional business administration experience in a federal government office setting.
- Develop skills in Microsoft Office suite and other common productivity tools.
- Opportunity to attend Park Academy Classes on a variety of topics including resume building and interview skills, park orientation and history, flora and fauna, 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.

- **Five hundred dollar (\$500) per week** taxable stipend plus academic credit available.
- Uniform will be provided.

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

To apply for this position, please [submit an application](#) by April 1, 2024. 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: April 1, 2024**

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.

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.