



Business Administration Academic Internship

Golden Gate National Parks; In-Person or Hybrid

Full or Part-Time, Summer 2023

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

Introduction

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 19 million visitors annually and over 80,000 acres of land, the GGNRA is the largest urban national park in the country.

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

Internship Overview

The Academic Internship Program runs Tuesday May 30 - Friday August 4, 2023 (10 weeks total)

Want to learn more about business and policy administration? Or seeking technical skills in the Microsoft Office suite that actually help in a real office setting?

We are looking for an undergraduate that is interested in financial management, real estate development, contracts administration, organizational development, and /or public-private partnership development. Internship experience may be relevant to candidates seeking graduate degrees in business (MBA) or policy (MPA/MPP) administration.

Description of Duties

Duties of the internship will be flexible based on GGNRA needs at the time and the selected intern's interests. Sample duties include:

- Processing permits for commercial activities on federal property
- Supporting development of park financial and project planning tools
- Auditing and digitizing contract and agreement records
- Planning and coordinating group meetings or other organizational events

In this position, the intern will:

- Develop skills in Microsoft Office suite and other tools
- Gain professional experience in a federal government office setting

Desired Qualifications

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

Physical Requirements and Work Conditions

- 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 site visits

Health and Safety

It is the policy of the Golden Gate National Parks Conservancy to create and maintain a safe and healthful workplace free from recognized hazards that may cause harm to employees and interns, consistent with and in compliance with applicable state and federal laws. Employees and interns will play an active role in creating a safe and healthy workplace and will comply with all applicable health and safety rules. The Conservancy is committed to the goal of implementing an effective health and safety program and an injury prevention program.

Based on the current state of the COVID-19 pandemic, the Parks Conservancy requires all employees, interns, and independent contractors to be vaccinated and to provide proof of such vaccination as a condition of employment, internship, or performing contract work.

Benefits

- Seventy-five dollar (\$75.00) per day taxable stipend plus academic credit available
- Gain experience in financial management, real estate development, contracts administration, organizational development, and /or public-private partnership development
- Develop skills in Microsoft Office suite and other tools
- Opportunity to attend the Friday Workshop Series and 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 Opportunity to interact and learn from fellow park interns at workshops, discussions, and Intern Spotlight Series days
- Uniform will be provided

Terms of Position

- The term for this position is Tuesday May 30th - Friday August 4th, 2023 (10 weeks total)
- In-person or hybrid (in-person + virtual) internship
 - Worksite: Fort Mason, San Francisco CA
- Full or Part-Time, 3-5 days per week
- Intern must be able to work in half day or full day increments
- Required attendance at orientation and onboarding sessions (three day full days), as well as end of program celebration; Tuesday May 30, Wednesday May 31, Tuesday June 6, and Friday August 4.
- 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 or City College of San Francisco (must be enrolled for spring, summer, or fall 2023 classes to eligible, open to students in ALL majors)

How to Apply

To apply for this position, please submit an application and send a resume and a thoughtful cover letter to Internships@parksconservancy.org. Please indicate the position(s) that you are applying for in your cover letter. No phone calls please. **Application deadline is Thursday, March 30.**

Information Webinar: Thursday March 23, 2:30 - 4 pm, for more details and register visit parksconservancy.org/academicinternships.

The Golden Gate National Parks strive to engage a workforce reflective of the community it serves. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin religion, sexual orientation, or physical disability. All qualified applicants are encouraged to apply.