



Facilities & Vehicle 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

As one of the Operations departments, the Facilities team engages in the preservation and management of our historical buildings, ensuring they remain vibrant hubs of cultural and educational significance.

Internship Overview

The Facilities and Vehicle Administration Academic Intern will join the Parks Conservancy's Facilities team and together determine priorities of work needed and assist in the scheduling of work tickets, creating project timelines, and oversee a variety of projects across a multifaceted organization.

From iconic landmarks to hidden gems, you will play a vital role in safeguarding these treasures for future generations while optimizing their operational efficiency. Your contributions will

directly impact the seamless functioning of our operational infrastructure, empowering every team member to fulfill their roles effectively and contribute to our collective success.

This position is located at Fort Mason, The Presidio in San Francisco, and across the GGNRA. Work is performed in an office setting, including a mix of telework and onsite. The AIP programs requires at least two full days on-site.

Reports To: Safety and Facilities Operations Manager, Parks Conservancy

Essential Functions and Responsibilities:

- Review, prioritize, and schedule work tickets after receiving training and guidance.
- Support the creation of project work schedules and timelines.
- Support the management of a complex vehicle fleet.

Knowledge, Skills, and Abilities (KSAs):

- Ability to build effective working relationships with a variety of people, inclusive of different backgrounds, ethnicities, genders, sexualities, ages, and viewpoints.
- Basic understanding of Microsoft Word, Excel, Power Point, and Outlook.
- Strong organizational skills.
- Ability to handle multiple projects once direction and guidance is provided.
- Enjoys problem solving and optimizing processes.
- Interested in learning how to manage a complex fleet of vehicles.
- Interested in preserving historical buildings and sites as optimal work environments as well as places of public enjoyment.

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:

- Work is performed in an office setting, outdoors, and in and around vehicles, etc.
- Work is primarily performed sitting, standing, and walking.
- Must be able to lift up to 30 pounds, occasionally, for short periods of time.

Terms of Position

- Start Date: May 29, 2024
- Hybrid, in person 3 days a week, virtual 2 days a week (safety and public health permitting – virtual work will be provided otherwise)
 - Work site: Fort Mason, Presidio of San Francisco, and the GGNRA
- Work Schedule: Full-time, (40 hrs./week), Monday – Friday, 9 a.m. - 5:30 p.m., May 29th – August 2nd (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:

- Opportunity to attend Park Academy Classes on various topics including resume building and interview skills, park orientation and history, flora and fauna, mapping and monitoring, computer skills, and 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 dollars (\$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. 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.