



Operations 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

The newly created Operations branch for the Parks Conservancy includes the functional areas of Technology, Facilities, Employee Safety, and Legal. We are committed to operating a world-class operations branch that will enable the Park Conservancy to develop organizational culture and capabilities that support our staff and strategy!

Internship Overview

This internship experience is perfect for someone who wants to experience being the “right-hand person” to the Chief of Operations. This individual will support the many processes that enable the organization to advance the Parks Conservancy’s initiatives and goals. The Operations Administration Academic Intern will filter and attend to the day-to-day functions that are part of

the Chief of Operation's role and support the hiring processes that encompass building a new branch.

This position is located at Fort Mason, the Presidio of 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: Chief of Operations, Parks Conservancy

Essential Functions and Responsibilities:

- Learn how to manage direct reports.
- Seek to understand workflow from an administrative standpoint.
- Support the hiring process of building a new branch; including setting- up interviews.
- Learn how to manage a complex calendar.
- Lead the inventory of office supplies in preparation for cross-department office move.

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 knowledge of Microsoft office Word, PowerPoint, Excel, and Outlook.
- Strong organizational skills; capable of handling multiple tasks and taking initiative after direction and guidance is provided.
- Interested in gaining project management skills.
- Strong communication skills.
- Interested in understanding organizational non-profit leadership from an executive management perspective.

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 and outdoors.
- Work is primarily performed sitting, standing, and/or walking.
- Must be able to lift up to 30 pounds, on occasion, for short periods of time.

Terms of Position

- Start Date: May 29, 2024
- Hybrid; 2 days a week virtual, 3 days a week in-person (safety and public health permitting – virtual work will be provided otherwise)
 - Work site: Fort Mason, the Presidio in San Francisco, as well as the GGNRA
- Work Schedule: Full-time (40hrs./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:

- Learn about various workflow models representative of a dynamic organization.
- Gain first-hand experience in the process of setting up a new branch.
- 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.