



Public Affairs Academic Internship

Golden Gate National Parks; Hybrid
Part-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 position is in the Golden Gate National Recreation Area (GGNRA) Office of Communications, External Affairs, and Special Park Uses. This office provides a full array of communications services at a complex and highly dynamic national park area, including Public Affairs, Public Information, intergovernmental relations, community involvement, Freedom of Information Action (FOIA) response, public meetings, briefing statements, tours for visiting dignitaries, special park uses (i.e. permits), and support for the internal and external communications of the park.

Internship Overview

Thinking about going into communications or public affairs? Want direct experience in civic engagement? Then a Public Affairs Internship at GGNRA may be what you are seeking.

We are looking for a Public Affairs Intern who has excellent written and oral communication skills and can think on their feet. The intern will assist in developing content for multiple platforms to explain agency actions or policies that will increase understanding among internal and external audiences. In this position, it is important to possess effective written and oral communication skills for interacting with park visitors, park partners, park staff, and other stakeholders.

Working as part of a team, you will be provided with a supportive internship environment that introduces you (or reinforces your knowledge) to visitor information services, civic engagement, and public outreach in national parks.

This position is located at Fort Mason in San Francisco. 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 Public Affairs Specialist

Essential Functions and Responsibilities:

- Assist the Office of Communication and External Affairs Team:
- Answer written or verbal requests for information from visitors, park partners, or park staff
- Search for and collect media clips about NPS, GGNRA, and park partners
- Draft news releases, social media posts, webpages, and media alerts for proactive media stories and reactive responses to media inquiries
- Write, record, and/or edit video and multimedia productions with captions and audio descriptions to meet Universal Accessibility Standards
- Update, maintain, and research new contacts for media and blog contact list
- Update or design new communications campaigns with staff and park partners
- Take photographs or procure archival photos to include in media releases and social media posts

Knowledge, Skills, and Abilities (KSAs):

- Experience with some of the following media programs: Social Media Platforms (Facebook, Instagram, Twitter, and YouTube), Premiere Pro or Rush, iMovie, Photoshop, Lightroom, Illustrator, Acrobat, and MS Office

- Appreciation of and desire to build a strong and effective Public Affairs program for GGNRA and the NPS with many diverse internal and external audiences
- Energetic, self-motivated, and detail oriented
- Mature and professional demeanor while working with visitors, partners, and staff
- Good oral and written communication skills
- Bilingual and cross-cultural skills a plus
- The ideal candidate for this position may have writing skills, creative and flexible thinking, outstanding customer service skills, and the ability to work cooperatively with cross-functional teams

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:

- Intern will work mostly indoors or occasionally outdoors. Weather conditions vary from day to day. If local health order COVID-19 restrictions are enacted, the intern may need to work remotely via laptop/computer.
- Intern must be comfortable sitting, standing, and walking in office or outdoor settings.
- Certain projects can require going to more remote areas of the park. Intern may hike up to 3 miles in rocky terrain, lift 40 pounds, and work outside in varying weather conditions.
- Whether the internship will take place in person or virtually will depend on nature of assignment and if pandemic restrictions are imposed during the term of the internship

Terms of Position

- Start Date: May 29, 2024
- Hybrid (safety and public health permitting – virtual work will be provided otherwise)

- Work site: Fort Mason and GGNRA
- Work Schedule: 2-3 days a week, Tuesday - Friday 9am to 5:30pm, 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

Learning Objectives

- Training opportunities in media contact methods and delivery
- Personal enrichment and experience working in a national park
- Great opportunity to work with staff and volunteers from diverse backgrounds that share a common commitment to providing open and transparent communications from the government

Benefits:

- 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
- **Two hundred and fifty dollar (\$250) 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 internship@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.