



Public Affairs & Special Park Uses Academic Internship Program

Golden Gate National Parks; Combination of Virtual and On-site Work

Full Time, Summer 2023

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

Introduction

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 17 million visitors annually and over 82,000 acres of land, the GGNRA is the largest urban national park in the country.

This position is in the 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

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

Thinking about going into communications, public affairs, or event monitoring and planning? Want direct experience in civic engagement? Then a Public Affairs and Special Park Uses Internship at GGNRA may be just what you are seeking.

We are looking for a Public Affairs and Special Park Uses 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 civic engagement, public outreach, media relations, and special park uses programs in national parks.

Description of Duties

As a Public Affairs and Special Park Uses Intern with the National Park Service, you will:

Assist the Office of Communication and External Affairs Team:

- Answer written or verbal requests for information from visitors, park partners, or park staff
- Searching 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 description to meet Universal Accessibility Standards
- Update, maintain, and research new contacts for media and blog contact list
- Design updates or new communications campaigns with staff and park partners
- Take photographs or procure archival photos for inclusion in media releases and social media posts

Assist the Office of Special Park Uses Team:

- In-person and digital event monitoring and photography
- Update outdoor ceremony locations website
- Data mining of past permits
- Preparing for Commercial Dog Walking permits
- Filing past permits
- Other projects

In this position, the intern will:

- Experience working with diverse groups of visitors, constituents, and park staff
- 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

Desired Qualifications

- Interest in gaining experience with 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 Communications, External Affairs, and Special Park Uses 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
- Bi-lingual and multicultural skills a plus
- Intern may need to drive to different locations in park to complete assignments so prefer intern with a valid driver's license and navigation and driving skills
- The ideal candidate for this position may have writing skills, creative and flexible thinking, customer service skills, and the ability to work cooperatively with cross-functional teams.

Physical Requirements and Work Conditions

- Intern will work mostly indoors or occasionally outdoors. Weather conditions vary from day to day. Due to local health order COVID-19 restrictions, 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 virtual work will depend on nature of assignment and if pandemic restrictions are imposed during the term of the internship

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 full day taxable stipend plus academic credit available
- Experience working with diverse groups of visitors, stakeholders, park partners and park staff
- Three full days of orientation & onboarding sessions
- Learn social media techniques, research and creative writing skills, and development of communications campaigns
- Develop professional media for inclusion in a resume, portfolio, or writing sample
- 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
- Opportunity to interact and learn from fellow park interns at Friday Workshop Series and Park Academy Classes on a variety of topics including resume building and interview skills, park orientation and history, and more
- Opportunity to enjoy and learn about the scenery, wildlife, and cultural resources of a National Park
- 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
- Uniform will be provided

Terms of Position

- **The term for this internship position is Tuesday May 30 - Friday August 4th, 2023 (10 weeks total)**
- In-person or virtual internship. If in-person, work site is Fort Mason, San Francisco, CA.
- Flexible schedule but must be available 4-5 days per week between 8am – 4:30pm Monday thru Friday
- Intern must be able to work in half day or full day increments
- Required attendance at orientation and onboarding sessions (three 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 be eligible, open to students of 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 23rd, 2:30 - 4 pm, for more details and to register visit www.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.