



## Sustainability Academic Internship

Golden Gate National Parks; Virtual and In-Person

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.

The Sustainability Program of the Golden Gate National Recreation Area is dedicated to reducing the park's carbon footprint and making the park a model for sustainability. The program engages both park staff and the public in education about sustainability as well as projects that make the park more sustainable.

### Internship Overview

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

**Are you passionate about addressing climate change and learning how sustainability programs are managed in a National Park?**

We are looking for a Sustainability Intern that will work in the Planning and Environmental Programs Division of the Golden Gate National Recreation Area. The intern will assist with policy, planning, and outreach on a range of sustainability projects and programs throughout the park.

## Description of Duties

- Major duties in Summer 2023 will entail assisting the park in updating its Climate Action Plan. Intern will help plan and attend meetings and take notes on goals related to climate mitigation, education, and adaptation.
- Other duties may relate to education and outreach on the park's climate change and sustainability programs. Intern will assist with researching and sharing information to park staff in various forms, including written communications and potentially a short video.
- Other opportunities may include working on sustainability projects related to energy and water conservation, transportation, or solid waste diversion.
- Collaborate with and mentor a high-school intern in the Climate Career Corps
- Much of the work will be done in an office setting, with periodic field work. Position requires the intern to have their own computer and internet access to complete the work.

## **In this position, the intern will:**

- Learn about how to implement sustainability projects in a real-world setting, within the context of a government agency
- Learn how to implement a project from start to finish, from initial scoping to workplan development to presentation
- Develop organizational skills – how to plan a meeting or event including logistics, invitees, communication, etc
- Develop collaboration skills – how to accomplish goals by identifying key partners and working across branches or divisions to get them done
- Learn how to organize and analyze sustainability data

## Desired Qualifications

- Enthusiasm for sustainability and a desire to make a lasting impact
- Energetic, flexible, self-motivated, and a sense of humor
- Desire to work in a team and to work with a diversity of people with different backgrounds, ethnicity, races, genders, sexualities, ages, and viewpoints
- Ability to work independently and take on a leadership role as needed
- Good communication skills; treats others with respect; speaks and writes clearly and effectively
- Computer experience with Microsoft Office, especially Word and Excel.

## Physical Requirements and Work Conditions

- This is an office-based position with occasional site visits in the field.
- Intern should expect to work from home part-time during the week and have reliable transportation to Fort Mason in San Francisco. Public transportation is easily available to the site.
- Intern should have a workspace at home that has reliable internet and is free from distractions.
- Intern should have a personal laptop that can be transported to Fort Mason for the office work days

## 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
- Get first-hand experience of environmental stewardship at the Federal level
- Implement and oversee sustainability projects
- Help expand the sustainability program in a National Park
- 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 internship position is Tuesday May 30 - Friday August 4, 2023 (10 weeks total)**
- The internship will be a combination of in-person and virtual work. Likely several days per week from home with regular site visits and in-person work at Fort Mason, San Francisco.
  - Work week is Mon- Friday
- Flexible part-time or full time schedule
- 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 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 23rd, 2:30 - 4 pm**, for more details and to register visit [www.parksconservancy.org/academicinternships](http://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.*