



Special Park Uses Academic Intern

Golden Gate National Recreation Area; Hybrid
Part-Time, Summer 2025

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

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.

The Parks Conservancy engages at the intersection of national park sites, local communities, social justice, and climate resilience. Collaborating with partners, our staff are dedicated to enhancing public awareness and providing volunteer and educational opportunities in the parks. We are park builders, caretakers, ambassadors and educators, all working to connect people to parks in support of our vision *Parks for All Forever*. Join us.

Branch/Unit Description:

As part of the Communications Division, the Office of Special Park Uses is one of the busiest permit offices in the National Park Service, writing hundreds of permits annually for events from marathons to outdoor ceremonies, walk-a-thons to First Amendment activities. Fun fact, some of the most recent film permits issued in our office include Matrix Resurrections, Venom, and

Shang-Chi just to name a few. Rangers in the permit office interact with every division in the park and a wide variety of public groups, stakeholders, and individuals. Every day brings new and interesting requests from the public; event specialists work together to look at a variety of authorities to make a determination if the use is appropriate or not. Once an event is approved, rangers oversee the activity, making sure it is successful, cost-neutral to the government, and safe for the park.

Position Overview:

We are looking for a Special Park Uses intern that is self-motivated, energetic, highly organized, and flexible to assist in the permit office. The responsibilities range from daily tasks like filing, permit monitoring, and organizing to longer term projects that require collaborative and independent work. The intern will work with the permit writers in the office individually on projects ranging from preparing for First Amendment annual events to updating Permit monitor documents. Working in one of the busiest offices ensures that no two days will be the same and projects may change as priorities shift. Our ideal candidate is passionate about the outdoors and interested in learning about the Golden Gate National Recreation Area sites, rules, and regulations.

This position is located at Fort Mason, San Francisco CA. The start date for this position is June 3rd, 2025, with an end date of August 15th, 2025. Work is performed either telework or in-person. The work schedule for this position is Monday- Wednesday 9:00-5:00pm. Interns must be able to work in half-day or full day increments. Interns must have a Social Security Number or and Individual Taxpayer Identification Number to receive stipend. This position is only available to students currently enrolled at College of Marin, SF State University, and City College of San Francisco.

Reports To: Permit Specialist

Learning Objectives:

- Experience working collaboratively with staff, partners, and permit holders
- Explore different sites within the GGNRA and understand their significance
- Learn more about the Office of Special Park Uses and its importance to the park
- Strengthen the intern's leadership and communication skills
- Opportunity to work in and enjoy the scenery, wildlife and cultural resources of a spectacular National Park.

Essential Functions and Responsibilities:

- Update outdoor ceremony website

- Assist with organization in the office
- In-person and digital event monitoring and photography
- Help update documents for Alcatraz Sunrise Ceremony
- Assisting permit writers in the field preparing for events (placing signs and windmasters in different locations)

Knowledge, Skills, and Abilities:

- Ability to work independently
- Desire to learn more about park rules and regulations
- Bilingual and cultural competency skills a plus
- The ideal candidate for this position may have writing skills, creative and flexible thinking, outstanding customer service skills
- Mature and professional demeanor while working with visitors, partners, and staff
- Working knowledge of computer programs and/or willingness to learn
- Desire to work in a team and to work with a diversity of people with different backgrounds, ethnicity, races, genders, sexualities, ages, and viewpoints
- Good communication skills; treats others with respect; speaks and writes clearly and effectively

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.

Physical Requirements and Work Environments:

- Intern will work mostly indoors or occasionally outdoors. Weather conditions vary from day to day
- 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

Terms of Position:

- Start Date: June 3, 2025
- Hybrid (safety and public health permitting – virtual work may be provided otherwise)
 - Work site: Fort Mason

- Work Schedule: Monday – Wednesday 9:00 a.m.- 5:00 p.m. June 3rd- August 15th (11 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 trainings and workshops 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 March 16, 2025. For questions regarding the Academic Internship Program, please reach out to internships@parksconservancy.org. No phone calls please.

Application Deadline Date: March 16th, 2025

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. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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.