



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Public Affairs Intern

Pay Rate: \$24.2335 per hour, Non-benefited

Application Deadline: April 9, 2023

About the Position: The Midpeninsula Regional Open Space District (Midpen) is seeking a Public Affairs Intern. The intern's responsibilities include representing Midpen at community events and workshops, creating social media posts and campaigns, drafting and proofreading marketing materials and communications, reviewing and uploading photos to database and other duties as assigned. Work duties will provide training in a broad range of public affairs strategies and activities. This position reports to the public affairs specialist leading community outreach and engagement, with additional assignments from other communications project/program leads. The expected start date for this position is May 30, 2023.

About Midpen: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 65,000 acres of public open space with 250 miles of trails in 26 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

Basic Requirements: Internships are open to applications from current students or recent graduates (within the last 12 months). Successful candidates will have a background in public affairs, communications, public relations, marketing, journalism, community relations or a similar field. Experience with social media platforms and tools, event management, website CMS and email marketing platforms are a plus. Possession of or ability to obtain a valid California driver's license.

Schedule: Midpen offers a hybrid on-site/telecommute work environment for this position, and will be divided between onsite work, at home remote work and some outdoor work. Will be required to work evenings, weekends, and holidays as needed for in-person special events. The intern will be required to work the weekend of June 3rd & 4th. This position will report to the Public Affairs department at Midpen offices in Los Altos, California. This is a temporary position working 20 – 40 hours per week, which will extend up to a total of 950 hours over a 6-9 month period.

Ready to apply? Great! We welcome your application online at [CalOpps.org](https://calops.org).

Application deadline is Sunday, April 9, 2023. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Virtual Interviews are planned for Tuesday, April 25, 2023. We suggest planning your calendar accordingly.

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at 650-691-1200.

Put your passion for Open Space to work!