The Midpeninsula Regional Open Space District (Midpen) Internship Program is designed for motivated college students and recent graduates seeking professional work experience and exposure to opportunities in local government. This program is designed to provide challenging work experiences that are unique to Midpen in its mission to acquire and preserve a regional greenbelt of open space land for protection and public use and enjoyment. Under the guidance of mentors, interns complete department specific projects to develop their administrative and analytical knowledge, skills, and abilities. Interns can expect to work alongside and learn from seasoned Midpen employees and contribute their talents to a variety of projects. Our interns often gain full-time employment in the public sector after completing their internship.

As part of a larger community, Midpen partners with the local cities and counties through the NextGen Silicon Valley Regional Internship Program. Interns will get a chance to attend professional development workshops and networking events specific to the public sector. Overall, the Midpen internship program strives to educate, attract and retain talent to contribute to the legacy of open space protection and outdoor recreation. It is also proving to be an effective tool in furthering the agency’s Diversity, Equity, and Inclusion goals, establishing a recruitment pipeline for entry-level positions, and providing project and program level support for the agency.

ABOUT US

Midpen helps plants, animals, and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with more than 250 miles of trails in 27 extraordinary open space preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Our mission is “to acquire and preserve a regional greenbelt of open space land in perpetuity; protect and restore the natural environment; and provide opportunities for ecologically sensitive public enjoyment and education.” On the San Mateo County coastside, our mission also includes protecting the rural character and encouraging viable agricultural use of land resources. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact.
Find your path...

Midpen hosts about 10 interns annually, from majors that include Biology, Business Administration, Computer Science, Ecology, Engineering, Public Administration, Communications, Environmental Science, Environmental Studies, GIS, Geography, Graphic Design, Journalism, Information Technology, Management Information Systems, Marketing, Park Management, Land Use/Planning, Policy/Government, Resource Management, and many others.

INTERNSHIP DESCRIPTIONS

Natural Resources Department
The Wildlife Biology & Water Quality Intern assists with essential projects and programs like the wildlife camera program, mountain lion collaring project, and wildlife monitoring, including purple martin monitoring at Mt. Thayer, California red-legged frog monitoring and monitoring to support capital and routine work. The intern will also assist with reviewing and preparing permits for outside researchers. Training will be provided in a variety of wildlife identification and field survey techniques as well as desktop review of wildlife imagery and data entry and management.

The Conservation Biology Intern assists with essential projects and programs like the Conservation Grazing Program, Mitigation and Monitoring Programs, and capital improvement projects as a biological monitor. Training will be provided in a variety of natural resource identification and field survey techniques. In addition, the incumbent will assist with the Request for Qualifications and Proposals and/or Requests for Bids process as needed.

Human Resources Department
The Human Resources (HR) Intern gains valuable work experience and exposure to various HR functions and the public sector, including: recruitment, selection and retention activities; onboarding and offboarding employees; staff training, staff development and recognition; research of employee benefits; HR metrics and demographics tracking, analysis and reporting; policy research; assistance with compensation studies; data entry into the Human Resources Information System (HRIS) and employee/customer service. Interns participate in the HR functions in the lifecycle of Midpen employees and provide a myriad of HR support. The interns will receive feedback, coaching and practical experience needed to advance as a professional in Human Resources.

Engineering & Construction (E&C) Department
The E&C Intern - Under close guidance of seasoned project management staff, the E&C Intern would support professional level engineering and construction project management activities, including the design and implementation of capital improvement and natural resource preservation and protection projects; coordinate project related assignments with other Midpen staff, outside consultants, contractors and regulatory agencies; assist with bidding process and construction efforts; and perform related work as required.
Find your passion...

INTERNSHIP DESCRIPTIONS, CONTINUED

Planning Department
The Planning Department typically brings on two planning interns each year. The Planning interns are trained to conduct data collection/entry and site verification and photo documentation in the field (50% - 60%), assisting Midpen Planners and GIS staff with critical projects such as the Trail Information Project and Historic Resources Library/Database. The Planning Interns will also work on a broad range of duties, responsibilities and assignments balancing field work, online research and analysis, the application of computer and Geographic Information Systems (GIS) skills, and support and public meetings to round out their exposure to Planning.

Public Affairs Department
Interns are engaged with supporting outreach and event planning; editorial planning; digital content management; and public/media relations planning. Interns will learn and practice project management skills; strategic content creation; interviewing skills; and public engagement strategies.

The summer/fall Public Affairs intern work on a wide variety of assignments and projects, including: research and writing for publications; creating social media posts and campaigns; creating and updating website content; drafting, proofreading and production of various informational materials; and special 50th Anniversary projects, including working directly with graphic designers.

The winter/spring Public Affairs intern work on a wide variety of assignments and projects, including: research and writing for publications; creating social media posts and campaigns; creating and updating website content; drafting, proofreading and production of various informational materials; and supporting governmental relations projects.

Information Systems and Technology (IST) Department
The IST intern is exposed to government information technology. They gain applicable experience to prepare them for an IT Technician job. This intern will also participate in new cybersecurity projects, software integration and provide hands-on helpdesk support. In addition, they will be exposed to contracting and overall IT management processes. The move to the new administrative office required additional IT systems and assets to manage the ‘smart’ building, providing additional IT learning opportunities.

The GIS Intern would gain experience in cartography, data collection/management, web/software support, and customer service by performing entry level GIS services that support Midpen operations and projects. The GIS Intern would support the GIS mapping and data entry needs of Vision Plan and Measure AA projects and of field-related programs, including the tracking of fuel and vegetation treatment related to the Wildland Fire Resiliency and Integrated Pest Management Programs.
What you bring...

Eligibility

- Internships are open to applications from current students or recent graduates (within the last 12 months).
- Interns work 20 – 40 hours per week, which will extend up to a total of 950 hours over a 6-9-month period. This is a non-benefited position.
- Interns at Midpen have flexible hours to work around class schedules.
- Summer and Fall internships are offered depending on department specific projects.
- Work schedules designed to meet project and student needs (fully on site or hybrid available depending on position).
Join our team...

- Competitive hourly pay rate
- Exposure to local government
- Access to an organization that values diverse perspectives and new ideas
- Flexible work schedule (allows for independence and flexibility)
- Variety of work (field, on-site and remote work)
- Experience Midpen culture & mission
- Multi-department engagement
- Field of study work exposure
- Academic and professional growth
- Internship is supplemented with training and external educational sessions
- Access to a network of professionals in the field of local government

HOW TO APPLY:

- Enriching on-the-job experience
- Professional networking access
- Expands knowledge on how Midpen delivers services to the public
- Provides opportunities for public engagement
- Access to certain benefits:
  - Employee Assistance Program (EAP)
  - 24 hours of sick leave
  - Commute incentive (bike and carpool)

Midpen Intern Positions are posted throughout the year on Cal Opps - [www.calopps.org](http://www.calopps.org).

An online application, cover letter, resume and supplemental questionnaire is required in order to be considered for the internship.

If you don’t see an internship opportunity that you are interested in, create a personal profile and sign up for future notifications of available jobs matching your employment search criteria.
"My internship at Midpen has felt tailored to my goals and needs. I have been able to work on projects that excite me and grow skills that will serve me in my future career."