



Can I apply for more than one internship position?

Yes, you are welcome to apply for more than one position. Application and supplemental question responses should be tailored to each position applied for accordingly.

Do you offer year-round college internships?

Internships are offered at various times throughout the calendar year, but for the majority of the internships, candidates are hired in Spring and Summer.

How long do internships last?

Internships last up to 950 hours or until the 9-month limit is reached, whichever occurs first.

Do interns receive benefits?

Midpen does not provide medical benefits, vacation pay, or holiday pay as part of the intern program. Interns receive paid sick leave pursuant to Administrative Policy 3.06: Healthy Workplaces, Healthy Families Act of 2014. Interns have access to Midpen's Employee Assistance Program.

What is the hourly rate of pay for interns?

Please refer to the job announcement for the hourly rate of pay. Rate listed is firm.

How flexible is that start date of the internship?

Refer to the start date timeline on the job announcement. We do our best to honor that timeline, although there may be slight flexibility to accommodate school schedules within reason.

Who will review my application?

All applications are reviewed by a recruiter in the Human Resources Department and a team of subject matter experts from the hiring department. Together, they work to identify the most qualified candidates for the position. Applications without the required application materials will not be considered for the position. You must submit applications by the closing date indicated on the job announcement. Review your application before you submit it. Clarity, grammar, spelling, and following instructions are important. Ensure that all information submitted is accurate and complete. All related current and past work experience must be listed and fully described in the work experience section of the application ("See Resume" is not acceptable). Once you submit your application, you cannot make changes to it.

Incomplete or improperly completed online applications may be rejected even if you are qualified for the position for which you are applying. Applications must be submitted by the closing date indicated on the job announcement. Applicants found to have falsified their qualifications, experience, training, education, and/or responses to application questions may be disqualified at any point in the recruitment process and may be denied future employment with Midpen.

Eligibility Requirements

- Applicants must be currently enrolled in an associate's, bachelor's, or master's degree program, or trade school in a relevant field or a recent graduate. Internships are open to applications from current students or recent graduates (within the last 12 months).
- Possession of a valid California driver license may be required before time of appointment depending on area of assignment. This is required for positions that involve operating a vehicle as part of the job.
- Midpen requires interns to work onsite from three (3) to five (5) days per week for most positions. Interns must be available to perform their work onsite from Midpen's Administrative Office located at 5050 El Camino Real, Los Altos CA, 94022 for the duration of their internship.
- Applicants must be able to work a minimum of 20 hours per week during their internship and the expected minimum duration of the internship is six (6) months.
- Interns will do their work during regular business hours, which are Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.
- Selected candidates must pass a pre-employment process to include reference checks and will be subject to a review of Summary Criminal History obtained from the State Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) through Live Scan Fingerprinting prior to employment.
- Please see the official [job description](#) for additional eligibility requirements.

How can I prepare for the interview?

The purpose of the interview is to further assess your knowledge, abilities, training/education, experience, and other job-related factors relevant to your qualifications for the position for which you applied. The interview questions will cover a variety of job-related areas.

- Review the position description, job tasks, responsibilities & working conditions.
- Think about how your skills fit in with the position you applied to. Be able to explain why you are qualified.
- Anticipate the types of questions that are asked in an interview (look online for examples).
- Be prepared to provide clear, concise, relevant, and specific examples about your education, qualifications and/or work experience.
- Be prepared to share what you know about Midpen and/or the specific department you are applying to work for and share why you are interested in the District and the position.
- Listen carefully to the questions and be sure to answer the questions thoroughly.

- Organize your thoughts and experience to address the positions duties.
- A Midpen recruiter will send you an email containing information about your interview. It's recommended that you read this information and familiarize yourself with Microsoft Teams videoconferencing technology prior to your interview. All interview times are Pacific Time.
- Use your best judgement and dress appropriately whether the interview is virtual or in person. Remember that a job interview is about making a good first impression.

Can I get feedback on my application and/or interview?

Due to the high volume of applications we receive and the high volume of candidates we interview, we are unable to provide individualized feedback. However, please know that we truly value the time and energy you have invested in the process, and we encourage you to apply for future internship opportunities that align with your skills and experience.

Will an internship guarantee me future full-time employment with the Midpen?

While an internship does not guarantee future full-time employment with Midpen, it provides valuable experience and strengthens your resume. Interns interested in full-time positions need to apply and compete for the full-time positions along with other qualified candidates.

Does Midpen provide any employee development opportunities for interns?

Yes. Midpen proudly participates in the NextGen Regional Intern Program. For more information on the NextGen program, please visit: [Internships – Next Gen Silicon Valley](#)

All Midpen interns are expected to attend NextGen learning forums as well as in-house intern events hosted by Midpen staff in the summer. These events are designed to enhance the interns' professional growth and facilitate valuable networking opportunities both inside and outside of the organization.

Do you sponsor international students?

Midpen does not sponsor international students. Midpen will only hire individuals who are authorized to work in the United States.

What is the minimum age requirement to be a Midpen Intern?

18 years of age

Does Midpen offer housing or relocation expenses for interns?

Midpen does not offer housing or relocation stipends for our internships. If you're considering relocating to the San Francisco Bay Area for your internship, we encourage you to research local cost of living, potential relocation expenses, and commute options to our Los Altos office. This will help you make an informed decision about whether the internship opportunity aligns with your circumstances.

Does Midpen offer 100% remote internships?

Unfortunately, we do not offer remote internships.

Does Midpen offer internship work schedules for evenings and/or weekends accommodate school schedules?

Interns at Midpen have flexible hours to work around class schedules; however, work must occur entirely within regular business hours. Regular business is conducted Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.

Whom should I contact if I need an accommodation during the recruitment process?

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 or via email at hr@openspace.org.

Where can I find out more information on the types of internships offered at Midpen?

Please see the official Midpen [intern brochure](#) for more information.

Contact	Contact Information
Human Resources	(650) 691-1200 hr@openspace.org
Administrative Office	5050 El Camino Real Los Altos, CA 94022-1530 www.openspace.org