INTERNSHIP OPPORTUNITY

Presidio of San Francisco, Full-time, 10 months, Housing provided

Position Title: **Presidio Institute Communications Intern**
Project: Presidio Trust Communications / Presidio Institute
Reports To: Robert Menezes, Sr. Communications Account Executive, Office of Strategy & Communications

ABOUT THE PRESIDIO AND PRESIDIO INSTITUTE

The Presidio Trust is an innovative federal agency created to save the Presidio – a former military base in San Francisco – and transform it into a new kind of national park. The Trust's vision for the Presidio is that it remain a public place: vital to the Bay Area, important to all Americans, and recognized for achieving broad benefit to the nation. To learn more, visit www.presidio.gov.

As part of the Presidio Trust's strategic plan to create positive impact beyond park walls, **the Presidio Institute is a leadership education initiative** that encourages collaboration across corporate, non-profit, government, and other sectors to make meaningful social impact in the world. The Institute delivers leadership education programs and convenes events that equip "champions for change" who have the network, skills, and mindset to tackle complex social challenges. Presidio Institute inspires leaders to work across boundaries, to include the missing voice, and to take bold action – in short, to lead in the 21st century. More information is available at institute.presidio.gov.

POSITION OVERVIEW

The Presidio Institute Communications Intern is an ideal role for an individual interested in pursuing a career in the social impact realm. Working as part of a team, the communications intern will provide project support in the development of organizational messaging, collateral and other materials, social media, on- and off-site event coordination, and other activities in support of the Institute's marketing and communications objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide project management support for a range of communications initiatives that include publication, video, and collateral development
- Maintain the Presidio Institute marketing production calendar
- Draft content for social media channels, website, and email marketing
- Assist in the marketing and execution of special events
- Capture and edit photos and video content of Institute-sponsored events and programs
- Administrative tasks and support for other projects and initiatives as needed

QUALIFICATIONS

- Degree in marketing, communications, or journalism; or equivalent work experience
- Excellent writing and presentation skills
- Previous experience in marketing communication environment
- Detail-oriented and organized
- Positive attitude and ability to work with a professional demeanor as part of a team

- Experience with Microsoft Office, Excel, Power Point and other common office programs
- Interest in social impact and thought leadership preferred
- Experience with Microsoft Project, Smart Sheets, or comparable project management tools a plus
- Must be a U.S. Citizen and at least 21 years old
- Must possess a valid State driver's license

WORK ENVIRONMENT AND PHYSICAL CONDITIONS

- Work is performed at Presidio Institute in the Fort Scott neighborhood of the Presidio, a beautiful urban national park, adjacent to the Golden Gate Bridge.
- The position requires working both independently and as a team and involves working with a variety of Presidio Trust department staff and volunteers.
- The position may require periods of standing and the occasional lifting and carrying of heavy objects.
- The intern will be required to drive and be a passenger in a motor vehicle. Selected candidates will be required to provide a photocopy of their current valid State driver's license.

WHY APPLY

- Gain professional development in a team setting
- Explore personal and professional interests in social challenges such as climate change, health care, or income inequality
- Develop and refine communications and marketing skills
- Play an active role in the development of a once-in-a-lifetime project
- Great opportunity to live in a beautiful national park and work with staff and volunteers from diverse backgrounds who share a common interest in engaging the public and preserving the natural and cultural history of the Presidio

TERMS

The position is considered volunteer and is part of the Presidio Trust's Volunteer Program. Interns are required to sign the Presidio Trust's Volunteer Agreement.

Application Deadline: Open until filled
Start Date: As early as mid-January, 2016
Length of Position: 10 months
Schedule: 40 hours per week, Monday-Friday schedule with flexibility for occasional weekend and evening events
Stipend: $300 every two weeks
Transportation Benefit: $50 monthly parking permits for car owners or $50/month for non-car owners
Housing: Interns are provided a single occupancy (one person) room in dormitory-style housing in the Presidio with basic accommodations including a furnished private room, shared kitchen, and common areas. Interns must sign a housing contract, abide by the residential rules and contribute to the maintenance of the household. Interns must reside in the housing provided to be eligible for the internship. We cannot accept non-residential interns.

TO APPLY

Interested candidates should send a cover letter outlining your interest and preferred date range for intern position, resume and contact information (including full name, title, phone number and e-mail address) for at least two references by e-mail to Robert Menezes at **interns@presidiotrust.gov**. PDF format is preferred but Microsoft Word versions will be accepted. In-person or virtual interviews (depending on location of applicant) will be scheduled with qualified candidates.

The Presidio Trust is dedicated to representing the community it serves. We encourage candidates that will bring diversity to the Trust to apply.