



INTERNSHIP OPPORTUNITY

Presidio of San Francisco, Full-time, 10-12 months, Housing provided

Position Title: Presidio Institute Programs Intern

Project: Presidio Institute

Reports To: David Styers, Manager of Program & Business Development

ABOUT THE PRESIDIO AND PRESIDIO INSTITUTE

The Presidio Trust is a federal agency created to protect a former military post and transform it for a new national purpose. The Presidio of San Francisco is public place: vital to the Bay Area, important to all Americans, and nationally recognized for its recreational and educational benefits. The 1,500-acre Presidio is part of the Golden Gate National Recreation Area, one of the world's largest national parks in an urban setting, spanning over 80,000 acres north and south of San Francisco's Golden Gate. As a distinctive part of the national park system, the Presidio invites visitors to be inspired by its beauty and participate in a variety of programs that draw on its history and natural resources. Visit www.presidio.gov to learn more.

The Presidio Institute, an initiative of the Presidio Trust, provides transformational experiences that inspire, equip, and empower leaders to make measurable, positive impact in their communities. Our office is located at the historic Fort Scott, a stunning 20-acre campus overlooking the Golden Gate Bridge. Visit www.presidio.gov/institute to learn more.

POSITION OVERVIEW

The Presidio Institute Programs Intern coordinates programs that promote the Presidio Institute's work and leadership in cross-sector collaboration. The duties fall under three categories: program development and production, tenant community operations, and general support for Presidio Institute team initiatives. The Intern contributes to the development, growth, marketing, and execution of a wide range of programs. The Intern serves as select events' project coordinator, owning the logistics and overall coordination, as well as the related day-to-day communications with relevant program stakeholders; internal executives, faculty, and staff.

The Intern serves as the first point of contact for engagement with the Presidio Institute tenant community. S/he acts as a liaison within the Presidio Institute community and to the Trust Hospitality department ensuring a seamless experience for Presidio Institute tenants. S/he routinely facilitates community engagement programs and meetings within the community.

The Presidio Institute provides access to unparalleled professional development resources, the opportunity to interface with leaders, and the platform to convene and lead. Our interdisciplinary work unites leaders to create groundbreaking solutions to make a difference.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and execute programs ranging in size from intimate salons to multi-day conferences
- Serve as point person for select programs and tenant community operations
- Develop partnerships; be comfortable interacting with a wide variety of personalities
- Recommend program improvements based on assessing program participants' feedback
- Coordinate event logistics for media production, catering, contractors, AV support, etc.
- Write newsletters to liaise information within the Presidio Institute tenant community
- Plan and execute overall strategy for tenant community operations at the Presidio Institute
- Synthesize biographical and relevant events information for media production
- Oversee building use schedules, assist tenants in reserving rooms at the Presidio Institute
- Liaise with the Trust's Hospitality Dept. to prevent scheduling conflicts
- Maintain contact with the Trust's property managers to arrange for building maintenances
- Opportunity to additionally manage duties of the team, including recruitment of program participants, administrative tasks, and support for Presidio Institute initiatives as needed

QUALIFICATIONS

- Meticulous attention to detail and exceptional organizational skills
- Interest in working with academia, business, government, philanthropy, and/or nonprofit
- Proven ability to write and present in a sophisticated, clear manner
- Excellent interpersonal skills, experience with working with multiple agencies simultaneously
- Capacity to manage multiple streams of work and be resourceful in problem-solving
- Ability to work in a fast-changing environment, prioritizing through sound judgment
- Results-orientated and self-starter who can work well independently and in teams
- Willingness to be coached and openness to feedback
- Highest proficiency with Microsoft Suite
- Must be a US Citizen and at least 21 years old
- Must possess a valid State driver's license

DESIRED QUALIFICATIONS

- Multi-lingual a plus
- Strong command and knowledge of current events and corresponding leaders
- Leadership in community service projects, civic engagement, and social justice activism
- Experience in academia, business, government, philanthropy, and/or nonprofit work
- Experience with working with diverse communities
- Previous community engagement and events coordination experience

WORK ENVIRONMENT AND PHYSICAL CONDITIONS

- Flexible, modern work environment with management focused on results and productivity
- The office space has natural lighting, large windows looking out to the Golden Gate Bridge
- The position requires office work and occasional periods of physical venue set-up duties

WHY APPLY

- Networking opportunities with professionals in academia, business, government, philanthropy, and/or nonprofit work
- Exposure to regional and national issues and leaders
- Opportunity to attend Presidio Institute events and professional development workshops
- Develop transferable skills in executing small to large-scale programs from the ground up

- Work with an array of mission-aligned organizations like NewCo, FUSE Corps, and Corporation for National and Community Service
- Live and work in a San Francisco national park amongst a diverse community

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: Summer 2016

Length of Position: 10-12 month commitment

Schedule: 40 hours per week, Monday - Friday schedule with occasional holidays and evenings

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, resume and at least two references by email to David Styers 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.