



Communications Intern

Applications Due: March 3, 2025 at 5:00 PM

Posted on 2/12/2025

Apply Here: <https://bit.ly/3ECyvtu>

The Santa Clara Valley Open Space Authority is providing an opportunity to learn about how communications and community engagement skills can play an important role in land conservation. This role will work to advance the Authority's reach into new and expanded audiences and amplify awareness of the Authority leading into large initiatives.

Our mission is to conserve the natural environment, support agriculture, and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. Since 1993 the Open Space Authority has protected almost 30,000 acres of natural and working lands across the Santa Clara Valley. Our agency manages and conserves a network of open space lands and natural resources, while providing compatible opportunities for hiking, biking, and equestrian uses, with a focus on increasing equity of access to the outdoors for all our constituents.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development; and acknowledges individual and team achievements.

The Ideal Candidate

You are a current student pursuing a career in communications, marketing, public relations, or similar majors looking for an opportunity to apply your academic learnings in a real-world setting. This opportunity to gain public sector work experience for a mission driven organization will amplify your long-term career pursuits and expand your understanding of Authority's work and mission.

You are a detail-oriented storyteller and communicator with an interest in conservation and green initiatives, able to draft your own content for a variety of platforms and provide effective proofreading support to colleagues. You have the ability to balance a variety of tasks, to follow through and deliver on commitments. You are coachable, curious, and want to take initiative.

You appreciate communicating and engaging with the public. This internship will provide you with the opportunity to hone your skills by corresponding with the public on social media platforms, and at in-person outreach booths and events. You will also have the opportunity to complete an independent special project that is tailored to align with your areas of interest within conservation communications.

Qualifications

The ideal candidate will possess any combination of training and experience that would provide the required knowledge, skills, and abilities. A typical way to obtain the required qualifications would be:

- High school diploma or the equivalent.
- Currently enrolled in academic coursework in communications, marketing, public relations, or similar majors.
- Experience using databases to complete accurate data entry and research.
- Strong written communication skills and comfortable engaging in dialogue with individuals from the public.
- Experience with social media platforms including Facebook and Instagram.
- Demonstrated experience working with Microsoft Office or Google Suite.
- Multi-lingual skills in a language represented in the Authority's jurisdiction.

Note: This position is required to take and pass a pre-employment background check.

Compensation & Shift Details

The pay rate for this temporary, non-exempt position is \$31.54 hourly. This position will be enrolled in CalPERS retirement programs. This internship opportunity is expected to last approximately one year and will generally require 20 hours per week. Exact hours can vary to balance with intern's academic schedule, this may also include weekend or evening hours for special events. The Authority supports a hybrid work place and this position may be afforded opportunities for remote work.

Application and Selection

All application materials must be received prior to March 3, 2025, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and a self-prepared resume at the application link provided below. The Open Space Authority utilizes a robust process that will ask qualified candidates to engage in multiple steps leading up to a final panel interview. We encourage applicants to closely monitor email communication from the Authority's hiring team. Final panel interviews are tentatively set for March 18, 2025

Go here to apply for the job: <https://bit.ly/3ECyvtu>

Workplace Culture Santa Clara Valley Open Space Authority

The staff of the Open Space Authority are passionate about conservation and driven to make an impact in the community through their work. Everyone brings a unique skillset to their role and the creative collaboration of all staff maximizes talent to realize the Authority's mission. We have established values and defined supporting behaviors that are shared and demonstrated by every employee at the Authority. Together all of these reflect the culture that makes the Authority the high performing agency that it is. We are Intentional, Respectful, Accountable, Empowering, Innovative, Collaborative, and Inclusive. You can learn more about the staff of the Authority and how everyone works together [on our website here](#).

The Open Space Authority envisions the Santa Clara Valley as a region dense with beautiful natural areas, where a vibrant network of interconnected open spaces, trails, wildlife habitats, and thriving agricultural lands enrich our communities. [Learn more about the Authority tackles these goals](#).

The Authority values Justice, Equity, Diversity, Inclusion, and Access in our work to preserve the natural environment, support agriculture, and connect people to nature:

- We have **Accessible, Collaborative, and Accountable** processes to engage the diverse communities we serve in our programs, projects, careers, and governance opportunities.
- We have **Respect** for the land and all people in our community.
- We are **Inclusive** and acknowledge current and historic land stewards.
- We **Empower** future generations of conservation leaders.
- We invite everyone to join and connect to nature with us.

The Authority is committed to the principles of equal employment. We are earnest in our efforts to comply with all state and federal laws providing Equal Employment Opportunities, and all other employment laws and regulations. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. We are committed to creating a safe environment where people are treated with respect and appreciated for their unique differences, where issues are promptly raised and resolved and where communication flows across all levels of the agency.