



Midpeninsula Regional Open Space District - **JOB ANNOUNCEMENT**

Geographic Information Systems Intern

Pay Rate: \$26.4806 per hour, Non-benefited

Application Deadline: Sunday, September 21, 2025

About the Position: Midpeninsula Regional Open Space District (Midpen) is seeking a Geographic Information Systems (GIS) Intern in the Information Systems and Technology (IST) Department. The GIS Intern will perform GIS mapping and analysis tasks in support of land acquisition, open space planning, capital improvement, and resource management activities. Responsibilities include creating maps for District Board reports and presentations; compiling and synthesizing geographic data; developing attribute data for feature classes; performing basic geoprocessing; maintaining and updating GIS databases as new data are collected; preparing, modifying and updating District site maps and brochures; providing graphic support for other departments including the development of maps, charts, displays, presentations, graphics, brochures, and drawings; and collecting field data. ***The expected start date for this position is November 2025.***

About Midpen: 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 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! For more information please visit our [Intern Program Brochure](#) on our Employment Opportunities page.

Basic Requirements: Internships are open to applications from current students or recent graduates (within the last 12 months). Current enrollment in an associate's, bachelor's, or master's degree program, or trade school in a relevant field. Successful candidates will have a background in geography, planning, environmental studies, landscape architecture, or another related field; demonstrated experience with ArcGIS software; and demonstrated expertise/enthusiasm in cartography and map production. This position requires great attention to detail, excellent communication and critical thinking skills, the ability to work well both in a team setting and independently, the desire to learn, and the willingness to occasionally work in rugged, remote settings. Knowledge of web GIS and experience with field data collection are a plus. Possession of a valid California driver license is required. For additional information about the position, see the [Job Description](#) on our website.

Working Conditions/Schedule: This position is based primarily in-office at our Administrative Office in Los Altos, CA, as part of the IST department. While the majority of work will be performed in an office setting, there may be occasional instances of field data collection. These field activities are infrequent but may involve travel in a district vehicle and, at times, working independently in varied outdoor conditions, including remote and rugged terrain with numerous biotic and abiotic hazards during inclement weather. This is a temporary position working 24 – 32 hours per week (within regular business days/hours). Regular business is conducted Monday through Friday between the hours of 8:00 am to 5:00 pm. Interns may work up to a total of 950 hours over a 7-to-9-month period. This is a non-benefited position.

Ready to apply? Great! We welcome your application online at [CalOpps.org](https://calopp.org).

Application deadline is Sunday, September 21, 2025. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered*:

1. Fully completed CalOpps employment application

2. Cover letter
3. Resume
4. Supplemental question responses
5. A map you created demonstrating your best cartography

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Virtual Interviews are planned for Thursday, October 9 , 2025. Unfortunately, we are unable to accommodate individual schedules.

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

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.

Put your passion for Open Space to work!

