



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

# Human Resources Intern

**Pay Rate: \$27.1341 per hour, Non-benefited**

*Application Deadline: March 29, 2026*

**About the Position:** Midpeninsula Regional Open Space District (Midpen) is seeking a Human Resources (HR) Intern to join our dedicated Human Resources Department. We are looking for a self-motivated individual who enjoys working both collaboratively in teams and independently. The ideal candidate will demonstrate strong attention to detail, excellent administrative and organizational skills, and a “can-do” attitude with a passion for learning and growing in the HR field. Intern responsibilities will include, but are not limited to:

- Assist in district-wide recruitment processes, including full-cycle recruitment support and recruitment metrics
- Support recruitment marketing and social media outreach
- Perform research and analytical work to strengthen HR programs and projects
- Support training and development, including in-house and off-site training classes and district special events hosted by HR
- Provide employee benefits program support
- Other related tasks as assigned

This is a unique opportunity to work with a cohesive and thriving team at a mission-driven agency. You will gain hands-on experience and contribute to meaningful projects within the HR department. For additional information about the position, see the [Job Description](#) on our website. For information about Midpen’s intern program, see the [Internship Brochure](#) on our website. **The expected start date for this position is May 2026.**

**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! 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.

**Basic Requirements:** Current enrollment in an associate’s, bachelor’s, or master’s degree program, or trade school in a relevant field or a recent graduate (within the last 12 months). Must have completed a minimum of two years of college course work. The internship requires strong organizational and analytical skills, attention to detail, and the ability to work independently and with a team. Requires a high degree of confidentiality, ensuring sensitive information is handled with the utmost discretion. The ideal candidate will be agile in responding to changing priorities, and capable of managing multiple tasks efficiently. Experience with modern office procedures, methods and computer software and hardware (i.e. Windows & Microsoft Office Suite; Excel, Word, PowerPoint, Outlook). Experience working a professional office environment is a plus.

**Schedule:** This position will work on-site and report to the HR department at Midpen offices in Los Altos, California, and will work under the guidance of HR staff. This is a part-time non-benefited position, working approximately 20 hours per week (school schedules can be accommodated within regular business days and hours). Regular business is conducted Monday through Friday 8:00am - 5:00pm. Interns may work up to a total of 950 hours over a 6-to-9-month period.

**How to Apply:** apply online at [CalOpps.org](https://caloops.org). (To avoid missing email communication about this recruitment, consider adding mpropenspace@caloops.org to your contact or list of safe senders.)

**Application deadline is March 29, 2026.** 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

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

**Virtual Interviews will be Thursday, April 7, 2026.** We are unable to accommodate individual schedules.

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](mailto:hr@openspace.org).  
**Put your passion for Open Space to work!**