



Planning Intern

Pay Rate: \$25.7093 per hour, Non-benefited

Application Deadline: Sunday, May 11, 2025

About the Position: The Planning Department is seeking TWO interns who are interested in learning about open space conservation and planning for ecologically sensitive recreation. Their responsibilities may include researching and compiling project information, supporting community and stakeholder engagement, assisting with environmental review and documentation, researching new programs and initiatives, conducting field surveys and data collection, and using computer-based systems such as GIS, Microsoft Excel and Adobe Illustrator for analysis of data and preparation of documents related to Midpen lands and facilities. The interns will work as a team and individually on assignments, including opportunities for field work to gain experience in data collection techniques and tools and on-the-job training in project management, planning research, analysis, and written communication. For additional information about the position, see the [Job Description](#) on our website. The expected start date for the interns is on or after **July 7, 2025**. We have limited flexibility to change the start date.

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, outdoor recreation and environmental education, learning from and 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](#) and check out the [Working for Midpen video](#) on our Employment Opportunities page.

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). Successful candidates will have a background in the natural sciences, park/open space management, land use/environmental planning, GIS/geography, biology, ecology, or another related field and experience with field data collection techniques. This internship requires strong organizational and analytical skills, attention to detail, and the ability to work independently and with a team. Experience with Microsoft Outlook, Word and Excel, ArcGIS software, GPS equipment, Microsoft Excel, and Apple iPads is desired, and familiarity with Midpen preserves/trails as well as local flora, fauna, and natural history are a plus. Possession of or ability to obtain a valid California driver's license is required. Must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

Working Conditions: This position will report to the Planning Department at the Administrative Office in Los Altos, California. Midpen offers a hybrid office/telecommute work environment for this position, which will be divided between onsite work, field visits, and limited home office work. The selected individuals will be required to work a minimum of three days on-site per week, and assignments may vary between field and office work. Field work is conducted in rural or mountainous Midpen open space areas, which may involve working alone or with another intern in wildland areas, traversing rough difficult terrain sometimes with poison oak and dense vegetation, and carrying equipment weighing up to 25 pounds. This is a temporary position working 20 – 40 hours per week (within regular business days/hours). Regular business is conducted Monday through Friday between the hours of 8:00am to 5:00pm. Interns may work up to a total of 950 hours over a 6-to-9-month period. This is a non-benefited position.

Ready to apply? Great! We welcome your application online at CalOpps.org.

Application deadline is Sunday, May 11, 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

****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, May 22, 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 or via email at hr@openspace.org.

Put your passion for Open Space to work!