



INTERN

This full-time temporary non-exempt position reports to the Executive Director of the Conservancy.

- **Paid Internship**: Specifically designed for students from Historically Black, Latino, and Native Colleges and Universities, or for students from an under-represented population group.
- **Term**: 12 Weeks (Summer preferred but open to other semesters)
- **Wages**: \$20/hour, generally to be paid on the 15th and the last day of each month.

ESSENTIAL DUTIES AND RESPONSIBILITIES

We believe in the Internship creating deeper learning through ownership. To that end we encourage the student to design a project, after consultation with staff, that will have far reaching implications toward not only the student's learning growth and offer the agency an important document that will advance their goal of greater community building. The Conservancy employs thirteen full-time staff currently and is a small agency.

Examples of possible project: Work on the Triple Bottom Line (Social, Economic, Environmental).

- Detailed Tree Inventory and Valuation.
- Detailed Plant Inventory and Valuation.
- Innovative and Creative Programming/Activations
- JEDI implications (Justice, Equity, Diversity, Inclusion) Partnerships.
- Grants.
- What the future holds at the Conservancy.
- Financial Acumen (especially tied to non-profits).
- Community Outreach and Engagement. Sustainability practices.

The above-listed position requirements are not inclusive of all duties and others may be assigned by the Executive Director, within reason.

Minimum Qualifications

The Intern is expected to possess the following skills, abilities, and qualifications:

- Currently enrolled in a college or university, or a recent graduate.
- Ability to work unsupervised and as a part of a team.
- Ability to manage multiple tasks and retain focus.
- Other tasks as assigned, within reason, by the Executive Director.

ADDITIONAL INFORMATION

Covid-19 Vaccination

Yerba Buena Gardens is a City and County of San Francisco property. All Conservancy employees, as well as sub-contracted staff, are required to be fully vaccinated. Proof of vaccination is required.

Equal Opportunity

The Conservancy is an equal opportunity employer and does not discriminate on markers of age, national origin, ethnicity, race, religion, ability, sexual orientation, gender, or political affiliation.

The Mission

The Yerba Buena Gardens Conservancy's mission is to provide arts, culture, recreation, and nature in beautiful, accessible, welcoming spaces for everyone through stewardship and collaboration.

The Work

Program, operate, maintain, and improve the publicly owned open spaces, facilities, and amenities, cultural facilities, and related components of San Francisco's Yerba Buena Gardens, working in conjunction with the Garden's nonprofit cultural organizations, commercial tenants and the City and County of San Francisco, for civic and public benefit and enjoyment by all visitors and residents.

The Gardens

Yerba Buena Gardens is a civic treasure in downtown San Francisco with more than five million annual visitors. As the centerpiece of the City's cultural, historic, convention and visitor district, and part of the rapidly growing Yerba Buena neighborhood, Yerba Buena Gardens is an urban oasis of cultural organizations, landscaped lawns, extensive public art, dining, cafés, programs and amenities for all ages and abilities, and award-winning architecture built above and around Moscone Convention Center. With five acres of landscaped space, the Gardens hosts the Yerba Buena Gardens Festival with more than 100 free performances annually and is home to the Dr. Martin Luther King, Jr. Memorial and Fountain, Yerba Buena Center for the Arts, the Children's Creativity Museum, Yerba Buena Ice Skating and Bowling Center, South of Market Child Care, historic LeRoy King Carousel, as well as a children's area with a sensory garden and playground. It is a place rooted in inclusivity where all can come to relax, celebrate, rejuvenate, and be inspired. We think of the Gardens as the soul of downtown.

Structure & Governance

The Conservancy is governed by a Board of Directors representing a cross-section of community members, civic leaders, and City appointees. The City/County of San Francisco provides oversight as landlord, auditor, and technical advisor. The Board of Directors hires the Executive Director of the Conservancy.

Organizational Culture

The Conservancy is staffed by a small, efficient team who work collaboratively with contractors, consultants, the Board, the community, and the City and County of San Francisco to accomplish the work of the organization. Being curious, multidisciplinary, team-oriented, while also questioning the status quo toward continuous improvement are keys to success in the organization. The Conservancy thrives through our high-performing, participatory, and fun-loving work environment.

The Conservancy is five years old and as such is well poised to define what the Gardens can and should be. As we grow, we include all our community in showing gratitude for the opportunity vested in us to coalesce around enlivening an oasis in the middle of the downtown San Francisco concrete jungle. We are operationally well-funded and to complete the capital projects we are well positioned to deliver.

To Apply

Provide a cover letter that speaks to your background and career goals and why you are the best fit for this internship.

Provide a detailed resume that speaks to all positions held, full and part-time.

The start date for this summer internship is Monday, 09 June 2025, with minimal supervision and weekly updates expected. Start date can be negotiated.

A detailed project will be expected toward the conclusion of the twelve weeks.

Opportunity exists to present the work before the Conservancy Board.

In accordance with our Personnel Policy, the final project / paper shall remain property of the organization, once submitted as final.

Please forward **all application materials** to Seve Ghose, Executive Director at sghose@ybgardens.org or at 503-830-2572, **by no later than Friday, 04 April 2025 at 5pm (PST).**

Interviews and selection will follow soon after and confirmation no later than 30 April 2025.