Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*
Information Systems & Technology Intern
Pay Rate: $25.7093 per hour, Non-benefited
Application Deadline: September 8, 2024

About the Position: Midpeninsula Regional Open Space District (Midpen) is seeking an Information Systems & Technology (IST) Intern in the Information Systems & Technology Department. The IST Intern will be exposed to government information technology and will receive on-going support and training while working collaboratively and establishing and maintaining open communication with all District Staff. They will gain applicable experience to prepare them for an IT Technician job. This intern will also participate in new cybersecurity projects, software integration and provide hands-on helpdesk support in a hybrid work environment.

Duties and responsibilities of the IST intern may include: responding to daily IT help-desk requests; engaging in proactive problem solving and repairing of IT related equipment and systems; assisting in modifying and maintaining existing applications such as but not limited to Windows 10/11 and Office365 applications; supporting, performing research, and executing IT projects as assigned; and providing user support for software applications and technical expertise to all staff regarding the District's computer network system. The expected start date for this position is early November 2024.

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](#) and check out the [Working for Midpen video](#) on our Employment Opportunities page.

Basic Requirements: Internships are open to applications from current students or recent graduates (within the last 12 months). Successful candidates will have the following education and/or experience: general understanding of network infrastructure and services such as switches, DHCP, file sharing, and Active Directory/LDAP; understanding of Microsoft products such as Windows Client/Server and Office365; and minimum two years of college or pursuing a two or four-year degree from an accredited college, university, or technical school with major course work in computer science, information technology, MIS, telecommunications, or related field. A 3.0 GPA or higher is desirable. Possession of a valid California driver's license.

Working Conditions/Schedule: The selected individual may sit for prolonged periods of time; involves in person and virtual interaction with District staff; use of a computer; ability to lift and carry up to 30 pounds of equipment; and may drive a District vehicle. **This position will report on-site to the IST department at Midpen offices in Los Altos, California and will also drive to the various Midpen field offices**; Foothills Field Office (Cupertino), Skyline Field Office (La Honda), South Area Office (Campbell), and Coastal Area Outpost (La Honda). This is a temporary position working 20 – 40 hours per week, which will extend up to a total of 950 hours over a 6-9 month period. This is a non-benefited position.

Ready to apply? Great! We welcome your application online at [CalOpps.org](#).

Application deadline is Sunday, September 8, 2024. 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 Monday, September 30, 2024. 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.

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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!

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