

# San Francisco Bay Conservation and Development Commission

375 Beale Street, Suite 510 San Francisco, California 94105 Tel 415 352 3600 fax 415 352 3606 State  
of California | Gavin Newsom – Governor | [info@bcdc.ca.gov](mailto:info@bcdc.ca.gov) | [www.bcdc.ca.gov](http://www.bcdc.ca.gov)

## **DUTY STATEMENT**

**NAME:**

**CLASSIFICATION: Student Assistant**

**WORKING TITLE: Student Assistant Summer Intern**

**UNIT/DIVISION: Administrative/Planning/Regulatory unit**

**FLSA: Non- Exempt**

**TENURE/TIMEBASE: INTERMITTENT, LIMITED-TERM**

Under the general direction of Supervisor / Manager the Intern will assist with the following tasks:

### **ESSENTIAL FUNCTIONS**

- Build a foundational background and robust overview of coastal zone management.
- Participate in projects that directly affect and shape San Francisco Bay, its shoreline, and its various habitats.
- Work with various industry leading stakeholders from multidisciplinary academic backgrounds.
- Participate in collaborative multi-program workgroups.
- Conduct and summarize research to maintain complete, up-to-date datasets and gather information on adaptation initiatives across the region
- Collaborate with stakeholders, organize and document information, support presentations, and present progress in meetings.
- Learn from mentors experienced in a wide variety of policy issues, including in environmental justice and social equity.
- Research shoreline protection, consult with agencies, create guidance documents, organize model permits, refine a tagging system, and develop tools for permit analysts.
- Support the development of a San Francisco Bay Plan amendment on beneficial reuse and a financing strategy following the completion of a stakeholder-driven action plan.
- Participate in site visits, Commission meetings, and other public meetings.
- Conduct outreach to communities of various backgrounds.
- Write an effective resume and receive interviewing assistance.
- Experience a few different types of jobs within the organization.

### **Knowledge, Skills and Abilities**

Knowledge of:

- Familiarity with basic use of Microsoft Office 365, including Word, Excel, and PowerPoint.
- Familiarity and/or general knowledge of vulnerable communities in the Bay Area and working with low-income, diverse populations.
- Familiarity with principals of data management and organization.
- Receive credit toward college internship requirements.

Skills:

- Interest in learning about of general concepts and principals involved in environmental justice and equity issues, including community outreach and engagement strategies.
- Experience and/or willingness to learn how to organize, analyze, and manage large amounts of data, and how to prepare charts, tables, and reports for use by non-experts.
- The ability to research and analyze problems and make recommendations based on research and findings.

Name:

Title : Student Assistant Summer Intern

Ability to:

- An individual with high potential and the desire to learn more about San Francisco Bay, climate change, shoreline conservation and development, and how governments work.
- A highly organized and motivated individual who has demonstrated creative problem-solving skills.
- Research and analyze problems and make recommendations based on research and findings.
- Work independently and collaboratively as part of a team in both a professional physical office and/or a virtual environment.
- An individual with strong communication skills.
- Handle emergency situations assessing situation and resolving issues as quickly as possible.
- Maintain positive, professional working relationships with co-workers and members of the public.
- Be tactful and treat others with respect.

**WORKING CONDITIONS:**

BCDC's office is our headquarters in downtown San Francisco. Under Government Code 14200, this position is a hybrid, in-office/telework position, and may be subject to change. BCDC is a hybrid workplace and offers telework for all employees in accordance with BCDC's Telework Policy. Incumbent must live and work in California.

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*I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.*

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Employee name \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

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Manager \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

