**Temporary Job Announcement**

**POSITION:** Policy and Planning Assistant – Policy and Planning Section (40 hours per week)

**PREFERRED START DATE:** August 1, 2017

**PAY RATE:** $13.33 to $16.00 per hour (DOE)

**LOCATION:** 1313 Sherman St., Denver, CO 80203

**DEADLINE FOR APPLICATIONS:** June 2, 2017

**JOB DESCRIPTION:** The [Policy and Planning Section](http://cpw.state.co.us/aboutus/Pages/Planning-and-Policy.aspx) at Colorado Parks and Wildlife is seeking a temporary Policy and Planning Assistant (40 hrs/week with a 9-month term) to help with a variety of high priority planning, policy, and public involvement projects. Primary duties include information and data collection and analysis; supporting public involvement, policy, and planning activities; preparing meeting materials, memos, or sections of documents related to a wide variety of state park, wildlife, outdoor recreation, and natural resource issues; and assisting with administrative tasks and other general office duties as assigned.

**MINIMUM REQUIREMENTS:** The ideal candidate will have an undergraduate or graduate degree in Planning, Outdoor Recreation, Natural Resources Management, Wildlife Management/Biology or related field with relevant experience and interest in the planning, parks, wildlife, and/or the outdoor recreation profession.  Experience with Microsoft Office, email, and internet research is required. Experience with online survey development and Access is a plus. Candidates should also be well organized, detail-oriented, have excellent communication skills (oral and written), able to work independently, multi-task effectively and possess an overall positive attitude.

**HOW TO APPLY:** Please submit a cover letter, resume, and writing sample via e-mail. Submittals should be directed to:  dnr\_cpw\_planning@state.co.us with "Policy and Planning Assistant Position" in subject line.

**Qualified applicants will be contacted to schedule an interview in the Denver area.**