**Job Announcement**

**POSITION:** Schools and Outdoor Learning Environments (SOLE) Administrative Assistant

**START & END DATE:** September 4, 2018 – May 31, 2019 (9 mos.)

**PAY RATE:** $14-16/hr, 40 hours per week, mostly Monday-Friday with occasional weekends and some evenings required.

**LOCATION:** Statewide Education Partnerships and Volunteers Office, Colorado Parks and Wildlife, 6060 Broadway, Denver, CO 80216

**DEADLINE FOR APPLICATIONS:** July 20th 2018 or at 50 applicants

**JOB DESCRIPTION:**

Schools and Outdoor Learning Environments (SOLE) is a program that connects 4th grade classrooms across Colorado and their families to the outdoors. This position spends approximately 90% of time in the office, focused on behind the scenes support. Offsite opportunities vary depending on employee’s interest. Information about SOLE can be found at [www.cpwsole.org](http://www.cpwsole.org)

*The SOLE Administrative Assistant will be responsible for:*

• Working with team to coordinate events such as schools’ Family Nature Night through purchasing supplies, creating flyers, and communicating with school on event details.

• Paying and processing invoices according to state fiscal rules.

• Providing excellent customer service to internal and external partners of SOLE.

• Updating website.

• Assisting in additional aspects of program implementation as assigned.

**MINIMUM REQUIREMENTS:**

• Bachelor’s degree required.

• Excellent organization and writing skills.

• Strong teamwork, communication, and interpersonal skills.

• Experience working with a budget and/or invoices.

• Experience writing web contact through platforms such as Constant Contact.

• Graphic design experience through InDesign preferred.

**HOW TO APPLY:** Email resume and cover letter with “SOLE Administrative Assistant” in the subject line to [wildlife.projectwild@state.co.us](mailto:wildlife.projectwild@state.co.us)