



COLORADO

Parks and Wildlife

Department of Natural Resources

Policy and Planning Unit
1313 Sherman St, Room 111
Denver, CO 80203

Temporary Job Announcement

POSITION: Policy and Planning Associate - Policy and Planning Section (40 hours per week)

PREFERRED START DATE: February 11, 2019

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

LOCATION: 1313 Sherman St., Denver, CO 80203

DEADLINE FOR APPLICATIONS: December 14, 2018

JOB DESCRIPTION: The Policy and Planning Section at Colorado Parks and Wildlife is seeking a temporary Policy and Planning Associate (40 hrs/week with a 9-month term) to help with a variety of high priority planning, policy, and public involvement projects, including implementation of a visitors' satisfaction survey at several state parks. Primary duties include:

- Field data collection (i.e., on-site, visitor intercept surveys), data entry and analysis;
- Internet research, taking meeting minutes, and drafting and editing documents, memos, or presentations related to a wide variety of state park, wildlife, outdoor recreation and natural resource issues; and
- Administrative tasks and other general office duties to support public involvement, policy and planning activities.

Overnight travel to state parks is expected.

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

Preferred Qualifications: Skills in qualitative and quantitative research methods, including survey implementation are strongly desired. Experience with Survey Monkey and Excel are also beneficial.

HOW TO APPLY: Please submit a cover letter, resume, and writing sample (1-2 pages) via e-mail. Submittals should be directed to: dnr_cpw_planning@state.co.us with "Policy and Planning Associate Position" in subject line. All applicants will be sent an email to confirm the receipt of their application. Qualified applicants will be contacted to schedule an interview in early January in the Denver area.

