



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

## Temporary Job Announcement

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

**START & END DATE:** September 8th 2020–June 8th, 2021 (9 months)

**PAY RATE:** \$15/hr, 40 hrs/week, mostly Monday-Friday. Approximately 2 weekend days per month and some evenings required. Occasional overnight travel around Colorado in the spring may be required dependent on Colorado health guidelines.

**LOCATION:** Staff must report to work out of the Statewide Education, Partnership and Volunteer Office, Colorado Parks and Wildlife, 6060 Broadway, Denver, CO 80216.

**DEADLINE FOR APPLICATIONS:** July 24th 2020 or at 50 applicants. Applicants will be notified if they have been selected for an interview within a few days after the closing date. Interviews are planned to be held August 3<sup>rd</sup> or 4<sup>th</sup>.

**JOB DESCRIPTION:** Schools and Outdoor Learning Environments (SOLE) is a program that connects 4th grade classrooms across Colorado to the outdoors. This position spends approximately 80–90% of time in the office, focused on behind the scenes support such as coordinating SOLE events, providing email and phone support to schools/partners, and tracking of data. This position will be responsible for some facilitation of educational programs, and additional training and program opportunities may exist depending on employee's interest. Information about SOLE can be found at [www.cpwssole.org](http://www.cpwssole.org)

*The SOLE Program Assistant will be responsible for:*

- Working with team to coordinate events for schools through purchasing supplies, creating and mailing flyers, and communicating with schools
- Leading and assisting with several fall events and up to 15–20 spring Family Nature Night evening events, including teaching at a station such as wildlife trivia, fish casting, or archery
- Paying and processing invoices, tracking and coding receipts according to state fiscal rules
- Coordinating the SOLE art contest, a yearly optional program for schools to participate in
- Providing excellent customer service to internal and external partners of SOLE
- Assisting as needed with in-class programs and field trips
- Additional duties as assigned

**MINIMUM REQUIREMENTS:**

- Bachelor's degree OR four years post-high school experience with office work or program support required
- Excellent teamwork, organization, and communication skills

- Experience with Google documents and writing newsletters and/or web content through platforms such as Constant Contact
- Graphic design experience through InDesign highly preferred
- Experience working with a budget and/or invoices preferred
- Ability to lift up to 50 pounds assisted and must possess valid driver's license

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

CPW is committed to fairness and equality of opportunity in the workplace. *All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*The Department of Natural Resources participates in E-Verify in accordance with the program's Right to Work for all newly-hired employees. Upon acceptance of a job offer, employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, you will be required to submit original documents to verify your eligibility to work in the U.S. Learn more about [E-Verify](#), including your rights and responsibilities.*

