



COLORADO

Parks and Wildlife

Department of Natural Resources

Colorado Wildlife Council Outreach Team

DEADLINE FOR APPLICATIONS: Wednesday, March 31, 2021

START & END DATE: April 26, 2021, 9 month term

PAY RATE: \$16.00 hour

SCHEDULE: 40 hours/week, weekends and some evenings

LOCATION: Colorado Parks and Wildlife (CPW) Office, 6060 Broadway, Denver, CO 80216.

- Work from home with occasional in-office days until COVID-19 restrictions lift. Laptop provided. No reimbursement available for home internet but can discuss options. Travel required.
- Office located along the [RTD 8 line bus route \(stop at Broadway & 60th Pl\)](#).

JOB DESCRIPTION: The Colorado Wildlife Council's mission is to oversee the design of a comprehensive public media-based program to educate the general public about the benefits of wildlife, wildlife management, and wildlife-related recreational opportunities in Colorado, specifically hunting and fishing.

The role of the Outreach Team is to engage with our target audience, in person or virtually, where they are. Including but not limited to outdoor events, breweries, sporting events, farmers markets, outdoor venues, downtown venues, ski areas, and outdoor groups.

RESPONSIBILITIES:

- Complete training regarding:
 - Colorado Parks and Wildlife
 - CWC and the current campaign
 - Target audience
- Contact Event coordinators, schedule attendance, manage logistics.
- Travel to and attend events/activities and provide education regarding CWC and the campaign messages. Engage with the target audience.
- Answer questions and inform target audiences on conservation efforts and resources in Colorado.
- Assist with recording quantity and quality of interactions with public.
- Learn to drive a truck and trailer.
- Provide pictures and testimonials to be used on social media channels.

MINIMUM REQUIREMENTS:

- Collaborative, driven, and committed team player.
- Knowledge of natural resources and conservation in Colorado.
- Passion for environmental education or similar areas.
- Self-motivated and proactive in spending time efficiently with attention to detail.
- Excellent communication and customer service skills (written and verbal).
- Excellent organization; ability to balance multiple responsibilities while working independently.

- Demonstrated ability to build relationships, whether during one or many interactions.
- Ability to gain trust and rapport with the audience through communication.
- At least 18 years old.
- Proficiency with Microsoft Office Suite and Google Applications.
- Reliable internet connection while working from home, but can discuss options.
- Able to get to the office when necessary, and comfortable traveling alone if applicable.
- Valid driver's license and good driving record for using State vehicle.

PREFERRED QUALIFICATIONS:

- People with life experience in community engagement, equity and inclusion, and/or with community-minded organizations we are trying to partner with.
- Multilingual (Spanish or ASL preferred).

BENEFITS:

This position pays into [PERA](#) (State pension program), but does not include medical benefits or paid holiday or vacation time. Effective January 1, 2021, temporary employees will accrue paid sick leave (1 hour for every 30 hours worked, up to 48 hours per fiscal year). Leave rolls over upon rehire.

ACCESSIBILITY: We will happily discuss and provide ADA accommodations at any time.

HOW TO APPLY:

Send a cover letter and resume (PDFs) to wildlife.council@state.co.us with "Outreach Team" in the subject line. We welcome lived, educational, and work experiences. Cover letter should include:

- Why do you want to work for the Colorado Wildlife Council specifically?
- What does conservation mean to you?
- How important is community knowledge and involvement in conservation?
- What makes you a unique fit beyond what we can see in your resume?

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. 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 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.

