



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

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

START & END DATE: August 30th, 2021–May 27th, 2022 (9 months)

PAY RATE: \$15—\$16/hr, 40 hrs/week, mostly Monday–Friday. Approximately 2 weekend days per month and some evenings required. Some overnight travel (up to 1–4 nights/month) around Colorado required.

LOCATION: Staff must report to work in-person at the Colorado Parks and Wildlife office at 6060 Broadway, Denver, CO 80216.

DEADLINE FOR APPLICATIONS: July 18th 2021 or at 50 applicants. Applicants will be notified if they have been selected for an interview a few days after the closing date. Interviews will be held July 29th or 30th.

JOB DESCRIPTION: Schools and Outdoor Learning Environments (SOLE) is a program that connects 4th grade classrooms across Colorado to the outdoors. This position focuses on supporting programs and educating 4th graders and their families around the state through events such as family workshops, Family Nature Nights, and the booking, tracking, and planning of virtual or in person programs. This position offers professional development and job shadowing opportunities. Information about SOLE can be found at: www.cpwssole.org

The SOLE Program Assistant will be responsible for:

- Working with the team to coordinate events for schools through purchasing supplies, creating and mailing flyers, and communicating with schools
- Leading and assisting up to 15 Family Fun Day weekend events and 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
- 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
- Comfortable with ambiguity and being flexible as projects adapt throughout the year

- Experience with Google documents and writing newsletters and/or web content through platforms such as Constant Contact preferred
- 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 a resume, three references, and a cover letter with "SOLE Program Assistant" in the subject line to 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.

