

Internship Job Announcement

**POSITION:** Interpretation and Wildlife Viewing Program Internship

**START & END DATE:** September 13, 2021–March 14th, 2022 (6 months)

**PAY RATE:** $15/hr, 40 hrs/week, mostly Monday–Friday. Some weekends (including overnight travel) and evenings 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:** August 13th, 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 August 23, 24, or 26.

**JOB DESCRIPTION:** The Statewide Interpretation Program helps provide training and support for field staff and volunteers in the development and delivery of meaningful and memorable experiences for a diversity of audiences across state parks and other Colorado Parks and Wildlife (CPW) sites and programs. In terms of wildlife-related recreation, wildlife viewing (WV) is one of the fastest growing outdoor recreational activities. In addition, over the last several years Colorado has experienced an increase in human wildlife conflicts. With these thoughts in mind, CPW is looking for an interested and dedicated intern who would like to learn more and assist with Interpretation and Wildlife Viewing programs.

*The Interpretation and Wildlife Viewing Program Intern will be responsible for:*

* Assisting the Program Coordinator with and/or participating in interpretation/educational trainings, conferences and other educational opportunities
* Assist the Wildlife Viewing Education and Graphic Design Assistants on WV materials, products, and programs
* Help create educational content for the Agents of Discovery augmented reality program
* Help provide content for the CPW Education Team’s Instagram account
* Help create content and run the educational area at the International Sportsmen’s Expo
* Providing excellent customer service to internal and external partners
* Assisting as needed with WV Festivals and other educational events around the state
* Timely entry of bi-weekly timesheets
* Provide general office support
* Additional duties as assigned

\*\* The intern will be fully supported in exploring careers and other opportunities throughout CPW and with partners – these opportunities will be determined by the selected candidate

**MINIMUM REQUIREMENTS:**

* Education/interpretation program development experience preferred
* Bachelor’s degree OR four years post-high school experience with office work or program support required; classwork in/experience with wildlife biology and behavior preferred
* Excellent written and verbal communication skills required; experience delivering educational/interpretation programs preferred
* Excellent teamwork, organization, and time management skills
* Comfortable with ambiguity and being flexible as projects adapt throughout the year
* Experience with Google documents, Adobe Creative Cloud, and Microsoft programs strongly 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 “Interpretation and Wildlife Viewing Education Program Intern” in the subject line to: mary.mccormac@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*](https://www.e-verify.gov/)*, including your rights and responsibilities.*

