

Temporary Job Announcement

**POSITION:** Wildlife Viewing Education Program Assistant

**START & END DATE:** September 1, 2021–June 30th, 2022 (9 months)

**PAY RATE:** $18—$19/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:** 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, Colorado Parks and Wildlife (CPW) needs a dedicated focus on wildlife viewing products, materials and the services we provide. CPW is looking for a skilled and dedicated educator to help re-imagine our Wildlife Viewing programs and materials that engage with and connect to Colorado’s growing population of residents and visitors.

*The Wildlife Viewing Education Program Assistant will be responsible for:*

* Inventorying existing WV materials/products and researching other state programs for ideas
* Working with Wildlife Viewing Program Coordinator and Regional Coordinators on program and material development
* Project lead on developing new content or editing existing content in coordination with CPW staff
* Work with Wildlife Viewing Graphic Design Assistant on WV materials and products
* Assisting with the CPW Education Team’s Instagram account
* Providing excellent customer service to internal and external partners
* Assisting as needed with WV Festivals around the state
* Paying and processing invoices, tracking and coding receipts according to state fiscal rules
* Timely entry of bi-weekly timesheets
* Additional duties as assigned

**MINIMUM REQUIREMENTS:**

* Education/interpretation program development experience required; Project management 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
* Experience working with a budget and/or invoices
* 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 “Wildlife Viewing Education Program Assistant” 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.*

