



Job Description

POSITION: Statewide Partnership Program Assistant

START & END DATE: January 2021 – September 2021 (may be flexible)

PAY RATE: \$16-\$17hr, negotiable, up to 40 hours per week, Mon – Friday, with some evenings and weekends

LOCATION: Option to work remotely 3-4 days/week; in-person 1-2 days/week at the Colorado Parks and Wildlife office at 6060 Broadway, Denver, CO 80216.

WORK UNIT: Colorado Parks and Wildlife's (CPW) Partners Program serves to increase awareness and build trust for the agency. The program works to advance and balance outdoor recreation and conservation in Colorado.

DEADLINE FOR APPLICATIONS: December 10, 2021

JOB DESCRIPTION:

This position assists with the planning, development and execution of projects and events within the Partnership Program of Colorado Parks and Wildlife including: the Partners in the Outdoors Conference. Key duties include:

- Assist with large-scale event planning, management and execution.
- Oversee event information, registration and logistics communications with event partners and attendees.
- Coordinate and compile event details with presenters, exhibitors and sponsors.
- Organize, attend and take meeting notes for monthly conference planning committee meetings.
- Design and send monthly newsletters.
- Maintain accurate and updated information on the Partners web page and mobile apps.
- Facilitate the Partners in the Outdoors grant program.
- Represent CPW with professionalism in all public events and forums.

MINIMUM REQUIREMENTS:

- Strong communication and customer service skills (written and verbal)
- Familiar with Graphic Design including InDesign and Photoshop
- Excellent organization skills with attention to details
- Ability to prioritize multiple high visibility tasks
- High level of adaptability and flexibility with an ability to change work focus quickly
- Self-directed and motivated to be proactive in spending time effectively
- Knowledge of how to maintain and update websites
- Proficiency with Microsoft Office and Google Apps programs

PREFERRED SKILLS:

- Experience with event planning, management and execution
- Proficiency or willingness to learn online services and software such as Survey Monkey, Constant Contact, Mail Chimp, Attendify, etc.

HOW TO APPLY:

Email cover letter and resume with Partnership Program Assistant in the subject line to dnr_cpwpartners@state.co.us

CPW is committed to fairness and equality of opportunity in the workplace. We are an equal opportunity employer and strive to create an environment that is inclusive, respectful, and equitable, and to employ the talents of people with different backgrounds, experiences, and perspectives to accomplish our mission. 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.