



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Natural Areas Outreach and Volunteer Program Assistant

PAY RATE & WORKING HOURS: \$16-18/hr, 40 hours/week preferred, Monday- Friday, occasional statewide travel

TERM: Temporary, 6-9 months, starting March 1st 2022

LOCATION: Colorado Parks and Wildlife headquarters office at 6060 Broadway, Denver, CO 80216, option to work remotely 2-3 days/week after initial training

DEADLINE FOR APPLICATIONS: January 7, 2022, or until 50 applications are received. Applicants will be notified if they have been selected for an interview within a few days after the closing date.

POSITION DESCRIPTION:

Colorado Parks and Wildlife (CPW) is hiring a temporary position within the Colorado Natural Areas Program (CNAP). CNAP is a statewide conservation program focused on the recognition and protection of areas with significant natural features including rare plants, plant communities, wildlife, insects, geologic features, and fossils. CNAP has a strong emphasis on rare plants and rare plant conservation. The program has a small staff, but a large volunteer program of over 50 volunteer stewards, as well as a 7 member Governor-appointed advisory council. More information on CNAP can be found here: <https://cpw.state.co.us/aboutus/Pages/CNAP.aspx>.

The Natural Areas Outreach and Volunteer Program Assistant will be responsible for:

- Managing volunteer database and coordinating with CNAP and CPW volunteer team
- Coordinating with individual volunteers, providing regular communications, providing training when needed, helping with volunteer onboarding, and processing volunteer field reports
- Creating and disseminating outreach materials related to state natural areas, volunteer steward program, and rare plant conservation. Outreach may include newsletters, website updates, story maps, dashboards, videos, etc.
- Assisting with writing and design of annual reports and newsletters
- Assisting with statewide natural areas monitoring field work as needed (some overnight travel required)
- Assisting with meetings, presentations, webinars, trainings, and other events that may further CNAP's outreach goals
- Ensuring outreach and volunteer program materials are accessible and inclusive
- Assisting with other various tasks as needed

MINIMUM REQUIREMENTS:

- Valid driver's license required for operating a state vehicle
- Able to occasionally travel statewide (Mon-Fri) and hike outdoors under variable weather conditions and over uneven terrain
- High proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google applications (Gmail, Drive, Docs, Sheets, Forms)
- Background in natural resources, science communication, environmental education, conservation, ecology, botany, and/or other closely related fields
- Strong writing skills with an emphasis on engaging writing for diverse audiences
- Excellent organization, time-management, collaboration, and communication skills
- Self-motivated, proactive, attentive to detail, and able to work efficiently independently, in a small team, and with diverse partners and landowners

PREFERRED QUALIFICATIONS:

- Experience working with, managing and training volunteers
- Experience with graphic design and creating various forms of media including but not limited to electronic newsletters, news stories, social media, story maps, dashboards
- Knowledgeable about Colorado's flora, fauna, and other natural features
- Able to hike over rough terrain and camp in remote areas across the state
- Proficient in ESRI applications including ArcMap, Collector/Field Maps, Storymaps, and Dashboards
- Photography/Videography skills

HOW TO APPLY: Email a cover letter, resume, and three references to raquel.wertsbaugh@state.co.us with "CNAP Outreach & Volunteer Program Assistant" in the subject line. Work, education, volunteer and lived experiences are all considered. Additionally, please include an attachment answering the following supplemental questions (max 2 pages):

- 1) Describe your experience working with and/or managing volunteers. What do you enjoy most about working with volunteers?
- 2) Describe your experience developing and disseminating science-based or other communication materials. Is there a specific media format you enjoy using the most or are most competent in?
- 3) Briefly describe why you are interested in this position and how this position aligns with your professional and/or career goals

BENEFITS: Temporary employees participate in PERA (State employee retirement program), and accrue paid sick leave, but do not receive medical benefits, paid holidays or paid vacation. Sick leave rolls over upon rehire. Great opportunities for professional development and networking with diverse partners across the state in natural resources and conservation.

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

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.

Effective September 20, 2021, employees will be required to attest to and verify that they are fully vaccinated for COVID-19. Employees who have not been fully vaccinated will be required to submit to twice-weekly serial testing. Testing details will be provided during the onboarding process. Upon hire, new employees will have three (3) business days to provide attestation to their status with proof of vaccination, or begin twice-weekly serial testing for COVID-19. Testing will be considered paid work time. Note: Fully Vaccinated means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the [State of Colorado's Public Health Order](#) and guidance issued by the Colorado Department of Public Health & Environment.

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.

