



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Education Program Assistant

START & END DATE: February 7th, 2022–June 18th, 2022 with ability to extend season into July depending on employee interest

PAY RATE: \$15—\$16.25/hr, 40 hrs/week, mostly Monday–Friday. Multiple evenings and occasional weekends required. Extensive overnight travel around Colorado required.

LOCATION: Staff must report to work out of the Statewide Office for Colorado Parks and Wildlife located at 6060 Broadway, Denver, CO 80216. Occasional work from home permitted after initial training.

DEADLINE FOR APPLICATIONS: December 24th 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 January 6th or 7th.

JOB DESCRIPTION: Colorado Parks and Wildlife's K-12 education programming provides high quality resources and experiences to students and educators across the state. Our programs include Career and Technology Education (CTE), Schools and Outdoor Learning Environments (SOLE), Project WILD, and Archery in the Schools.

The Education Program Assistant will support 4th grade-focused SOLE programs including traveling to schools to put on events and teach in class programs. Information about SOLE can be found at: www.cpwsole.org. This position will also support other K-12 formal education components including in-person and online education programs and resource development for middle and high school.

The Education Program Assistant will be responsible for:

- Assisting at up to 20 Family Nature Night evening events at schools, including teaching at a station such as wildlife trivia, fish casting, or archery
- Scheduling and teaching virtual in-class programs
- Developing engaging educational videos and web content featured on CPW websites, social media and YouTube channels
- Developing middle and high school educational activities correlated to state standards
- Providing excellent customer service to CPW field staff, students, schools and families
- Leading and/or assisting with other projects as assigned

MINIMUM REQUIREMENTS:

Applicants should be able to demonstrate a combination of these skills through their professional or lived experiences.

- Bachelor's degree OR four years of experience post high school working with K-12 students

- Excellent teamwork, communication, and organization skills, both in lead and assist roles
- Experience educating or working with K-12 students
- Comfortable with or can quickly learn online applications such as Adobe InDesign and Premiere Pro
- Familiarity with Google documents
- Must possess valid driver's license
- Experience with graphic design or video production preferred

HOW TO APPLY: Email a resume, three references, and a cover letter highlighting why you are interested in this position to wildlife.projectwild@state.co.us. Please note "Education Assistant" in the subject line.

BENEFITS:

Temporary employees receive PERA (state employee pension program), and accrue paid sick leave, but do not receive medical insurance, paid holidays or paid vacation. Holidays or vacation days can be requested off but are unpaid. This position offers professional development and/or job shadowing opportunities.

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.

