



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Colorado Wildlife Council (CWC) Outreach Team, 2 positions (Team Lead & Team Member)

START & END DATE: Team Lead Position: March - November, 2022 , Team Member Position: April – November 2022 (both may be flexible)

PAY RATE: Lead Position \$16-17/hr, 40 hours per week, schedule varies based on events. Member Position \$15-16/hour, 40 hours per week, schedule varies based on events. Both: May include multiple 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.

DEADLINE FOR APPLICATIONS: January 31st or at 50 applicants. Applicants will be notified if they have been selected for an interview within a week of the closing date. Interviews will be held the week of February 7th or the week of February 14th and may be conducted virtually.

JOB DESCRIPTION: The Colorado Wildlife Council, was conceived and developed by a coalition of hunters, anglers and conservationists working together with livestock and agriculture organizations. By statute, the Council's mission is to oversee the design of a comprehensive public media-based program to educate the general public about the benefits of wildlife, wildlife management, and wildlife-related recreational opportunities in Colorado, specifically hunting and fishing. Information about the Colorado Wildlife Council can be found at: www.cowildlifecouncil.org

The purpose of the Outreach Team is to meet our target audience, in person, where they are, outdoor events, breweries, sporting events, farmers markets, outdoor venues, downtown venues, ski areas, etc.

The Team Lead will be responsible for:

- Researching and gaining an understanding of:
 - the CWC purpose, mission and goals
 - the target audience
 - the CWC current campaign, *This is the Wild Life*
 - Colorado Parks and Wildlife
- Assist in creating training & materials for additional team members
- Researching events/activities/venues statewide where our target audience has the potential to be.
- Creating a calendar/schedule of events (tentatively April - October)
- Traveling to and attending events/activities to educate visitors regarding CWC, CPW, campaign messages, and to engage with the target audience

- Booking lodging and handling travel logistics for the team if needed
- Learning to drive a truck and trailer
- Preparing and assisting in the design of event materials (stickers, handouts, swag, etc)
- Assisting in review and editing of content produced by advertising agency and website content for a consistent message that resonates with the target audience
- Providing pictures and testimonials to be used on social media channels

The Team Member will be responsible for:

- Completing training regarding:
 - o Colorado Parks and Wildlife
 - o CWC and the current campaign
 - o Target audience
- Traveling to and attending events/activities to educate visitors regarding CWC, CPW, campaign messages, and to engage with the target audience
- Learning to drive a truck and trailer
- Providing pictures and testimonials to be used on social media channels

MINIMUM REQUIREMENTS:

- Ability to read and understand information in order to communicate these messages in an engaging manner
- Excellent teamwork and organizational skills with attention to detail
- Strong communication skills (written and verbal)
- Experience with Google documents and social media channels (Instagram, Facebook, Snapchat, etc)
- Ability to gain trust and rapport through communication
- Skilled in conflict resolution
- Ability to lift up to 50 pounds assisted and must possess valid driver’s license

HOW TO APPLY: Email resume and cover letter with “CWC Outreach Team” in the subject line to dnr_wildlife.council@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](#), including your rights and responsibilities.