



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Hunter Education Admin Assistant

START & END DATE: Early April 2022 - December 2022

PAY RATE: \$16.00 - \$17.00 an hour (D.O.E), 40 hours per week, Mon - Fri, 8:00 AM-5:00 PM

LOCATION: Hunter Education Office, 6060 Broadway, Denver, CO 80216

WORK UNIT: Hunter Education consists of the Hunter Education Coordinator and two Program Assistants.

DEADLINE FOR APPLICATIONS: February 28, 2022 or until 25 applications are received, whichever occurs first.

JOB DESCRIPTION:

- Provide high-quality customer service over the phone and in written communications.
- Support Hunter Education instructors (almost 400 volunteers and 300 staff).
- Maintain accurate records for Hunter Education students, volunteers and program.
- Maintain and update Hunter Ed Instructor website.
- General office tasks such as; filing, mailings, paperwork, etc.
- Assist employees and customers with Hunter Ed questions.
- Some warehouse work, supply order fulfillment and distribution.
- Other duties as assigned.

PERFERED QUALIFICATIONS:

- Proficiency with Microsoft Office and Google Apps programs.
- Proficiency with on-line services such as Qualtrics, etc.
- Excellent organization skills.
- Strong communication and customer service skills; written, in-person and on the phone.
- Self-directed and motivated to be pro-active in spending time effectively.
- Able to lift at least 50 pounds.
- Interest in outdoor recreation.

HOW TO APPLY:

- Send cover letter, resume and references including the following:
- Your knowledge of Colorado Parks & Wildlife.
- How you feel you meet the minimum requirements.
- Why you feel you are the best fit for this position.

SEND THE ABOVE TO: michael.gallegos@state.co.us

Or by mail to: Colorado Parks and Wildlife, Attn: Michael Gallegos, 6060 Broadway, Denver, CO 80216, For more info regarding Hunter Education in Colorado visit our website at:

<http://cpw.state.co.us/learn/Pages/HunterEducation.aspx>

