



COLORADO

Parks and Wildlife

Department of Natural Resources

Colorado Outdoor Partnership Program Associate Temporary Job Announcement (9 Months)

POSITION: Colorado Outdoor Partnership Program Associate

START & END DATES: October 2022 - June 2023 with exact dates negotiable.

PAY RATE & SCHEDULE: \$18.00 per hour and up depending on experience. Up to 40 hours per week, Monday through Friday, with some evenings and weekends.

LOCATION: Colorado with the main office located in Denver at 6060 Broadway. Position location within the State is flexible with the ability to work remotely.

DEADLINE FOR APPLICATIONS: Position is open until filled. Initial reviews begin September 12, 2022.

COLORADO PARKS AND WILDLIFE

CPW's mission is to perpetuate the wildlife resources of the state, to provide a quality state parks system, and to provide enjoyable and sustainable outdoor recreation opportunities that educate and inspire current and future generations to serve as active stewards of Colorado's natural resources.

JOB DESCRIPTION

This position supports the work of the Colorado Outdoor Partnership (CO-OP) and Regional Partnership Initiative (RPI). The CO-OP convenes organizational leaders from across sectors and interest areas working to ensure Colorado's land and water remain healthy to support wildlife, working lands, and outdoor recreation. The Regional Partnership Initiative is establishing a network of partnerships across the State that are working to advance locally driven solutions to ensure that Colorado remains a beautiful and healthy place to live, work and play. Together, the CO-OP and Regional Partnerships are collaborating to develop a Colorado Conservation, Outdoor Recreation & Climate Resilience Plan. This position assists with coordinating the CO-OP, administering the Regional Partnership grant program, and strengthening the network between statewide and regional efforts.

Primary duties include:

- Coordinate partner communications, meetings and other activities.
- Support Partnership information sharing, networking and collaboration.

- Develop outreach and communications materials including email newsletter, social media and webpage content.
- Assist with organizing workshops, including logistics, notetaking and facilitation.
- Represent CPW with professionalism at public events and forums.

QUALIFICATIONS

Minimum Qualifications (Substitutions offered): The ideal candidate will have a minimum of 2 years professional experience and an undergraduate or graduate degree in Outdoor Recreation, Natural Resources, Wildlife Management/Biology, or related field. Experience with Microsoft Office, Excel and internet research is required. Candidates should be well organized, detail-oriented, and have excellent communication skills (oral and written). They should be able to work independently and with a team, demonstrate customer service skills and problem solving abilities, and bring positive and creative thinking to the position.

Preferred Qualifications: Experience with ArcGIS and webmaps, qualitative and quantitative research, and virtual meeting platforms is beneficial.

Substitutions: Work experience and/or education from an accredited college, university or distance learning program with course work in natural resources management, outdoor recreation, parks, or related field may substitute for minimum qualifications.

BENEFITS: This position participates in PERA (public employee retirement program) and accrues paid sick leave. Potential for professional development and job shadowing opportunities.

HOW TO APPLY: Submit a cover letter and resume or summary of experience to Jody Kennedy at jody.kennedy@state.co.us with "Associate Position" in the subject line.

Colorado Parks and Wildlife is committed to fairness and equality of opportunity in the workplace. The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. 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 is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Anna Kargobai-Murray, at anna.kargobai-murray@state.co.us or call 303-866-2667 x8647. Please contact Anna at least five business days before the date that any accommodation will be required to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.