



# COLORADO

## Parks and Wildlife

Department of Natural Resources

# Temporary Job Announcement

**POSITION:** Colorado Wildlife Council (CWC) Outreach Event Coordinator

**START & END DATE:** March - November, 2023 (Temporary Position 9 months)

**PAY RATE:** \$17-18/hr, 40 hours per week, typical schedule is Monday through Friday but may include some weekends and evenings for events.

**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 20th 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 January 30th or the week of February 6th 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](http://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 *Event Coordinator* will be responsible for:

- Reviewing materials to gain an understanding of:
  - the CWC purpose, mission and goals
  - the CWC current campaign, *This is the Wild Life* and the target audience
  - Colorado Parks and Wildlife
  - Past two years Outreach Team reports
- Researching events/activities/venues statewide to connect with our target audience.
- Creating a calendar/schedule of events (tentatively April - October)
- Booking lodging and handling travel logistics for the team if needed
- 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
- Gathering pictures and testimonials to be used on social media channels
- Preparing outreach team presentation materials for monthly CWC meetings

**MINIMUM REQUIREMENTS:**

- Ability to read and understand information in order to communicate these messages in an engaging manner
- Excellent organizational skills with attention to detail
- Ability to work independently as well as a member of a team
- 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
- 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](mailto: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.