City of Fort Collins

**Title:** Public Engagement Assistant

**Department:** Natural Areas

**Pay Ranger:** $19-$23 per hour (40 hours per week)

**SUMMARY:** The hourly, temporary (Mid-May through Mid-August) Public Engagement Assistant (PEA) will complete a variety of seasonal support tasks to assist the Public Engagement Team with both office and field duties during the busy, summer season. These duties will include initiatives to enhance educational programming, volunteer services, communications, equity and inclusion efforts, and community outreach within the Public Engagement Team of Natural Areas. The PEA will also complete shadow opportunities with other branches of the Natural Areas Department including, but not limited to, Resource Management, Planning, Rangers, and Trails and Visitor Amenities.  These opportunities will be designed to introduce the assistant to the wide variety of career opportunities that can be found within the natural resources field at a local governmental agency. This position is 50% in the office, 50% in the field.

*The City of Fort Collins is an organization that supports equity for all. We acknowledge the role of local government in helping create systems of oppression and racism and are committed to dismantling those same systems in pursuit of racial justice.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

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| • Creates educational activities and lesson plans that reflect a variety of program delivery models. |
| • Conducts public education and outreach to diverse audiences.• Works with members of the Black, Indigenous, People of Color (BIPOC) or marginalized communities to build trust-based relationships. |
| • Plans, leads and evaluates activities for diverse audiences including presentations, events, workshops, classes, and business outreach. |
| • Provides support and advice on community engagement techniques that lead to the successful implementation of processes, projects or programs. |
| • Meets deadlines and uses time, materials, and resources efficiently and cost-effectively. |
| • Works with volunteers to implement educational programming and stewardship events such as trailhead tabling and planting/trash pick-up projects. |
| • Attends and contributes to various staff meetings. |
| • Is an ambassador for the City of Fort Collins Natural Areas Department by communicating the City’s goals, management philosophies, and key messages. |
| • Uses appropriate safety practices and adheres to dress code. |
| • Maintains equipment and inventory and prepares supplies for activities. |
| • Collects, compiles, and reports program data and survey results. |
| • Assists with work planning and record-keeping. |

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**SUPERVISORY RESPONSIBILITIES:** This position does not have supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

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| • Demonstrated knowledge of educational learning styles and communication techniques that are audience appropriate. |
| • Demonstrated knowledge of curriculum development, including forming instructional objectives and selecting appropriate materials.• Knowledge of and prior experience with BIPOC community or marginalized groups preferred. |
| • Ability to effectively communicate, both orally and in writing. Effective public speaking skills. |
| • Capable of working as a member of a team, as well as independently. |
| • Knowledge of principles of interpretation and public outreach. |
| • Ability to deal with stressful situations and deadlines. |
| • Ability to interact with members of City staff, other agencies, and general public. |
| • Able to learn publishing, graphics, web page editing, Excel, presentation, social networking, and word processing software. |
| • Excellent customer service, presentation, communication and interpersonal skills to establish and maintain positive internal and external relationships. |
| • Ability to work with volunteers, use volunteer management software, manage groups, communicate effectively, and accept and give feedback. |
| • Ability to assist with evaluating public engagement activities and learners including quality and outcome-based metrics. |
| • Ability to drive vans that hold 10 or more people. |

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**EDUCATION and EXPERIENCE**: Bachelor’s degree from an accredited four-year college or university in environmental science, education, natural resources, or related field preferred. **College level juniors or seniors will be considered who demonstrate work or volunteer experience related to the natural resources field.**

**LANGUAGE SKILLS:**

* Ability to read and interpret documents such as safety rules, best management practices, management plans, educational lesson plans, as well as procedure manuals.
* Ability to prepare and deliver effective correspondence and presentations.
* Ability to speak effectively before different groups.
* Knowledge of a second language other than English preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Colorado driver’s license is required. Certified Interpretive Guide or Trainer (National Association for Interpretation), and Environmental Educator certification (Colorado Alliance for Environmental Education) preferred but not required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, sometimes on uneven or varied terrain; lift, carry, move, or position items up to 25 lbs.; work outside in a variety of weather conditions including moderate cold or moderate heat; sit; use hands to, handle, or feel; and talk or hear.

**WORK ENVIRONMENT:** Work will occur both indoors and out. The outdoor component will occur in varying weather conditions. Conditions may, at times, be severe. This position will require work outside of normal business hours.