



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Wildlife Viewing Graphic Design Specialist

START & END DATE: March 20–December 15, 2023 (9 months; start date is flexible)

PAY RATE: \$18—\$19/hr., 40 hrs./week, mostly Monday–Friday. Some weekends (including overnight travel) and evenings required.

LOCATION: Staff must report to work in-person at the Colorado Parks and Wildlife office at 6060 Broadway, Denver, CO 80216.

DEADLINE FOR APPLICATIONS: March 6th or at 50 applicants. Applicants will be notified if they have been selected for an interview a few days after the closing date. Interviews will be held the week of March 13, 2023.

JOB DESCRIPTION: In terms of wildlife-related recreation, wildlife viewing (WV) is one of the fastest growing outdoor recreational activities. In addition, over the last several years Colorado has experienced an increase in human wildlife conflicts. With these thoughts in mind, Colorado Parks and Wildlife (CPW) needs a dedicated focus on wildlife viewing products, materials and the services we provide. CPW is looking for a skilled and dedicated graphic designer to help re-imagine our Wildlife Viewing products and materials that engage with and connect to Colorado's growing population of residents and visitors.

The Wildlife Viewing Graphic Design Specialist will be responsible for:

- Assist with inventorying existing WV materials/products and researching other state programs for ideas
- Project lead on design for new content or re-design of existing content in coordination with CPW staff and working within CPW design guidelines
- Working with Wildlife Viewing Program Coordinator, Regional Coordinators and other relevant CPW staff on program and material design and development
- Coordinate with Wildlife Viewing Education Program Assistant on design and development of WV materials and products
- Assisting with content development for the CPW Education Team's Instagram account
- Providing excellent customer service to internal and external partners
- Paying and processing invoices, tracking and coding receipts according to state fiscal rules
- Timely entry of bi-weekly timesheets
- Additional duties as assigned

MINIMUM REQUIREMENTS:

- Full knowledge and experience with Adobe Creative Suite
- Bachelor's degree OR one year of professional experience (beyond college) in graphic design
- Must submit an online portfolio for review
- Excellent written and verbal communication skills required
- Excellent teamwork, organization, and time management skills
- Experience with creating and editing videos preferred
- Comfortable with ambiguity and being flexible as projects adapt throughout the year
- Experience with Google documents and Microsoft programs strongly preferred
- Experience working with a budget and/or invoices
- Classwork in/experience with wildlife biology and behavior a plus
- Bilingual in Spanish a plus
- Ability to lift up to 50 pounds assisted and must possess valid driver's license

HOW TO APPLY: Email a resume (including a link to your portfolio), three references, and a cover letter with "Wildlife Viewing Graphic Design Specialist" in the subject line to:

mary.mccormac@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.

