



**LIVE LIFE  
OUTSIDE**

## **CPW Program Associate, Outdoor Partnership and Equity Grant Temporary Job Announcement (9 Months)**

**POSITION:** Program Associate, Outdoor Partnership and Equity Grant

**START & END DATES:** September 2023 - May 2023 with exact dates negotiable.

**PAY RATE & SCHEDULE:** \$20.00 - \$26.00 per hour 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 14, 2023.

### **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), Regional Partnerships Initiative, and Outdoor Equity Grant Program.

CPW advances its mission through grant programs that support community engagement, collaboration & partnerships, and reducing barriers to the outdoors. This Program Associate will support community engagement and planning by supporting the Regional Partnership and Outdoor Equity Grant program managers.

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 Colorado's Outdoors Strategy, a collaborative vision for conservation, climate resilience, and sustainable recreation.

The Outdoor Equity Grant program invests in organizations and projects that reduce barriers to the outdoors and help instill a sense of wonder, excitement, and responsibility for the environment in Colorado youth and families from traditionally excluded communities. This position also assists with coordinating meetings of the Outdoor Equity Grant Board, administering the Outdoor Equity Grant program, managing the Outdoor Equity Grant network, and supporting grant awardees with resources and information to ensure the success of their grant projects.

Primary duties include:

- Coordinate communications, meetings and other activities
- Support information sharing, networking and collaboration
- Develop outreach and communications materials including email newsletter, social media and web page content
- Assist with organizing workshops, meetings, and communities of practice, including logistics, notetaking and facilitation
- Develop and maintain relationships with grant applicants and recipients
- Support solicitation, organization, review, and approval of grant requests; support grant administration
- 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 in Outdoor Recreation, Natural Resources, Wildlife Management/Biology, or related field and an undergraduate or graduate degree. Experience with Microsoft Office, Excel, Google Suite 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, have experience interacting with colleagues and customers from diverse backgrounds and perspectives, demonstrate customer service skills and problem solving abilities, and bring positive and creative thinking to the position.

Preferred Qualifications: Experience with qualitative and quantitative research, and virtual meeting platforms is beneficial. Training in and/or understanding of current best practices in justice, equity, diversity, and inclusion in conservation and the outdoors a plus. Fluency in Spanish is a plus.

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 fields 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](mailto: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](mailto: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.*