



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

Position	LWCF Compliance Assistant
Start/end dates	10/02/2023 - 06/28/2024 (exact dates negotiable)
Schedule	40 hours per week/Monday - Friday
Pay rate	\$20.00 - \$25.00/hour depending on experience
Location	Littleton Office, 13787 US Highway 85, Littleton, CO 80125
Deadline for applications	Position is open until filled - initial reviews begin Friday 09/08/2023
Job description	<p>The Land and Water Conservation Fund (LWCF) is a federally funded grant program helping government agencies nationwide to protect valuable natural resources and provide meaningful public recreation opportunities. The Colorado Parks and Wildlife State Trails Program administers it locally for the National Park Service.</p> <p>This position will report to and assist the Federal Grants Administrator with project mapping, grantee compliance and other general grant administrative duties.</p>
Responsibilities	<ul style="list-style-type: none"> • GIS mapping - creating project and property maps from Shape or KML files, legal land descriptions, surveys and various Assessor's Office data. • Grantee communications - providing technical assistance to existing grantees relating to ongoing stewardship responsibilities (includes researching and understanding program requirements, reviewing historic grant information, overlaying maps). • Records management - managing electronic compliance records including a high level of data entry, creating and managing a master map repository for properties using Google Maps API integration. • Other administrative grant duties as required.
Minimum requirements	<ul style="list-style-type: none"> • Collaborative and committed team player • Communication and customer service skills • Organizational and time management skills

	<ul style="list-style-type: none"> • Ability to multitask while working independently • Solutions focused • Attention to detail • Meticulous record keeping skills • Proficiency with Microsoft Office Suite and Google Applications • Proficiency with Arc GIS or similar • At least 18 years old • Valid driver’s license and good driving record for operating a State vehicle
Preferred qualifications	<ul style="list-style-type: none"> • Previous Arc GIS mapping experience • Previous grant or administrative assistant experience (including record keeping) • Experience working with government agencies
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	Email a cover letter, resume, and list of three references to trails@state.co.us with “LWCF Compliance Assistant” in the subject line.

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.

