



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: State Trails Program Assistant

START/END DATES: 10/23/23 - 6/9/24 (exact dates negotiable).

SCHEDULE: 40 hours per week/Monday - Friday.

PAY RATE: \$20.00/hour and up depending on experience.

LOCATION: Littleton Office, 13787 US Highway 85, Littleton, CO 80125

DEADLINE FOR APPLICATIONS: Position is open until filled. Initial reviews begin 10/6/23.

JOB DESCRIPTION:

The Colorado Parks and Wildlife Trails Program is a statewide program that administers grants for trail-related projects on an annual basis. The program consists of 3 areas: Recreational (non-motorized), Off-Highway Vehicle (OHV), and Snowmobile. Since 2000, CPW's Trails Program has distributed over \$130 million for trail grants and capital improvements to benefit Colorado's 45,000+ miles of trails open to the public. This position will provide administrative support to ensure efficient operation of the program.

RESPONSIBILITIES:

Duties will include performing financial documentation in the state financial system, billing of invoices, auditing grant reimbursements, communication with existing and interested grantees, and additional related tasks. This position will also support our State Trails Committee by assisting with the planning, set-up, document preparation, and record keeping for their quarterly meetings. Additional duties may include preparing and distributing project reports, compiling and organizing inspection reports, scanning project files, and assisting with various administrative tasks as needed. The selected candidate will work closely with the State Trails Program staff, Regional Trail Coordinators, CPW field staff, and private, city, county and federal entities to accomplish this work.

MINIMUM REQUIREMENTS:

- Collaborative and committed team player.
- Self-motivated and proactive in spending time efficiently with attention to detail.
- Excellent communication and customer service skills (written and verbal).
- Outstanding organizational and time management skills with the ability to balance multiple responsibilities while working independently.
- Proficiency with Microsoft Office Suite and Google Applications.
- At least 18 years old.
- Valid driver's license and good driving record for operating a State vehicle.

PREFERRED QUALIFICATIONS:

- Knowledge of office management systems and financial procedures.
- Previous administrative assistant experience.
- Demonstrated experience working with government agencies on grant and/or administrative programs.
- Familiar with Colorado Research Engine, (CORE).

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 3 references to trails@state.co.us with “State Trails Program 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.

