



## Join Our Team as an Administrative Assistant II!

Are you detail-oriented, organized, and have strong communication skills? The Colorado State Forest Service is seeking an Administrative Assistant II to support our Northeast Area Field Offices. [Apply Now!](#)

### Key Responsibilities:

- Provide vital support for Forest Management Programs and Forest Agriculture records.
- Assist with grants records and administrative duties.
- Handle telephone communications, customer service, and public relations.
- Manage landowner and public outreach and distribute educational materials.
- Utilize various computer systems for word processing, accounting, internet browsing, and data management.
- Create and edit documents, manage data, and support official functions.
- Process payments, track project budgets, and manage financial duties.
- Maintain office equipment and facilitate supply orders.
- Coordinate facilities management needs for area offices.
- Assist the Area Accounting Technician II with purchasing and fiscal support.

**Location:** Broomfield/ Golden, CO

### Why Join Us?

- Be a part of a dedicated team making a difference in forestry management.
- Enjoy a supportive and dynamic work environment.
- Contribute to important conservation and community outreach programs.

### Why Choose Colorado State Forest Service?

We not only value our forests; we also value our employees. Joining our team comes with incredible benefits:

- **Identity Wear Stipend:** Elevate your professional image with a stipend for personalized executive wear.
- **Work-Life Harmony:** Achieve optimal work-life integration through tailored and flexible scheduling options.
- **Connectivity Privilege:** Stay seamlessly connected with either a cell phone allowance or a provided executive work cell.
- **Premium Healthcare Benefits:** Prioritize your well-being with access to exclusive and comprehensive healthcare benefits.
- **Time-Off:** Recharge with a generous time off package.
- **Retirement Plan:** Secure your financial future with PERA.
- **Assistance Program:** Access premium well-being resources through our Employee Assistance Program.

- **Professional Development:** Enhance your skills through personalized professional training opportunities facilitated by CSU.
- **Educational Empowerment:** Receive 9 hours of education credits annually through CSU.
- **Tuition Privileges for Family:** Secure your family's future with 50% off tuition for children, partner, and spouse.
- **Relocation Support Package:** Facilitate a smooth transition with our moving expense allowance.
- **Community Leadership Initiative:** Give back to your community with paid administrative leave dedicated to volunteering.

### **How to Apply:**

Ready to lead and make a lasting impact on Colorado's forests? [Apply](#) now and be part of our dynamic team! Join us in making a positive impact on Colorado's forests and communities!

For full consideration, applications must be received no later than 11:59pm MT on **June 25, 2024**. References will not be contacted without prior notification of candidates.

CSU is an EO/EA/AA employer and conducts background checks on all final candidates. CSU is committed to full inclusion of qualified individuals. If you are needing assistance or accommodations with the search process, please reach out to the listed search contact.