



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

Position	LWCF Inspection Assistant
Start/end dates	09/16/2024 - 05/12/2025 (exact dates negotiable)
Schedule	40 hours per week/Monday - Friday (part time 32 hours per week also possible)
Pay rate	\$20.00 - \$22.00/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 08/12/2024
Job description	<p>The Land and Water Conservation Fund (LWCF) is a federal grant program dedicated to the acquisition, development and protection of outdoor recreation sites across America. In Colorado, the program is administered by Colorado Parks and Wildlife for the National Park Service. One of the core requirements of all LWCF-funded sites is to ensure that the land is protected in perpetuity for outdoor recreation.</p> <p>With over 600 LWCF-funded sites in Colorado, this position plays a crucial role in supporting an annual inspection program designed to ensure these sites comply with stewardship requirements. Each site is inspected every five years, following a rostered system that results in around 150 sites being inspected each year. This position assists with onsite inspections and corresponds with landowners to address and verify compliance status.</p>
Responsibilities	<ul style="list-style-type: none">• Site inspections - visiting LWCF properties primarily in the Denver metro area to determine compliance or non-compliance with ongoing stewardship responsibilities.• Grantee communications - managing site inspection outcome notifications for grantees and where properties are non-compliant, continue communications until issues are resolved.• Process improvement - reviewing current property inspection processes and researching/implementing solutions to improve efficiencies in scheduling and route planning.• Records management - managing electronic inspection records, including a high level of data entry.

	<ul style="list-style-type: none"> • 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 • Ability to work independently • Attention to detail • Meticulous record keeping skills • 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 • Willingness to drive to various sites primarily in the Denver metro area, but at times throughout Colorado which may include overnight stays
Preferred qualifications	<ul style="list-style-type: none"> • Previous grant or administrative assistant experience (including record keeping) • Experience working with government agencies desirable
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 lwcf@state.co.us with “LWCF Inspection 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.

