



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

Position	State Trails Program Assistant
Start/end dates	09/30/2024 - 06/30/2025 (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 08/29/2024
Job description	<p>Colorado Parks and Wildlife's (CPW) Trails Program administers annual competitive grant opportunities for motorized and non-motorized projects in Colorado. This includes Recreational (non-motorized), Off-Highway Vehicle (OHV), and Snowmobile grant programs. Since 2000, the Trails Program has distributed over \$130 million in grants and capital improvements to benefit the state's 45,000+ miles of trails open to the public.</p> <p>This temporary position will provide administrative support to ensure efficient operation of the program and the various projects that it supports. The selected candidate will work closely with State Trails Program staff, Regional Trail Coordinators, CPW field staff, and private, city, county and federal entities to accomplish this work.</p>
Responsibilities	<ul style="list-style-type: none"> • Grant administration - application review and preparation for subcommittee review and scoring, grantee contracting, project monitoring and reporting, reimbursements, records management. • Grantee communications - providing technical assistance to grant applicants at all stages of the grant life cycle. • Committee and subcommittee support - organizing meetings, including booking venues and catering, preparing meeting papers, managing presenter RSVPs, taking minutes. • 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
Preferred qualifications	<ul style="list-style-type: none"> • Previous grant or administrative assistant experience (including record keeping) • Experience working with government agencies desirable
Benefits	<p>This position participates in PERA (public employee retirement program) and accrues paid sick leave. Potential for professional development and job shadowing opportunities.</p>
How to apply	<p>Email a cover letter, resume, and list of three references to trails@state.co.us with “State Trails Program Assistant” in the subject line.</p>

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.

