



**COLORADO**

**Parks and Wildlife**

Department of Natural Resources

## Colorado Parks & Wildlife Job Announcement

**POSITION:** Formal Education Assistant

**START & END DATE:** March 3rd – Nov 28th (9 months).

**PAY RATE:** \$18.00 - \$20.00/hour, 40 hours per week, mostly Monday-Friday with occasional weekends, evenings and statewide travel.

**LOCATION:** Statewide Education, Partnerships and Volunteers Office, Colorado Parks and Wildlife, 6060 Broadway, Denver, CO 80216 (with option for some days to be remote)

**JOB DESCRIPTION:** Are you passionate about connecting youth to the outdoors? The Formal Education Assistant position may be a great fit for you to continue to build your skills and understanding of formal education programming connected to Colorado's natural resources and the work happening at Colorado Parks and Wildlife. Our programs serve early childhood, Kindergarten - 12th grade, community college and university level students and educators with creating impactful connections to the outdoors. In this role, you will assist the Statewide Education Coordinator with providing educational programs for students and conducting research on varying topics for resource development.

*The Formal Education Assistant will be responsible for:*

- Scheduling and facilitating virtual programs with schools across the state, including in-person programs as needed.
- Researching content for resource development, including going into the field to learn what the work "looks" like.
- Assisting Statewide Education Coordinator with developing educational resources using ADA guidelines for PDFs and online content.
- Developing engaging educational videos and web content.
- Supporting CPW booths at career fairs and other events.
- Paying and processing invoices.
- Providing excellent customer service to internal and external partners of SOLE.
- Leading and/or assisting with other duties as assigned.

**Minimum Requirements:** Applicants should be able to demonstrate a combination of these skills through their professional or lived experiences.

- Experience educating or working with K-12 students
- Excellent teamwork, communication, and organization skills, both in lead and assist roles
- Comfortable with, or can quickly learn, online applications such as Canva and Adobe Premiere Pro
- Must possess valid driver's license
- Bachelor's degree preferred
- Experience with graphic design or video production a plus



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**HOW TO APPLY:** Email a resume, list of three references with contact information, and a cover letter highlighting why you are interested in this position to [heather.hubbard@state.co.us](mailto:heather.hubbard@state.co.us). Please note “Education Assistant” in the subject line.

**Resumes and cover letters will be accepted through Thursday, January 30th with in-person interviews taking place on Monday, February 10th.**

**BENEFITS:** Temporary employees receive PERA (state employee pension program), and accrue paid sick leave, but do not receive medical insurance, paid holidays or paid vacation. Holidays or vacation days can be requested off but are unpaid. This position offers professional development and/or job shadowing opportunities.

*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.*