



# Colorado Parks and Wildlife (CPW) Temporary Job Announcement

## Statewide Partnership Program Assistant

**Position:**

Statewide Partnership Program Assistant

**Start and End Date:**

Mid-October 2025 to mid-May 2026 (exact dates may be flexible)

**Pay Rate:**

\$19.25/hour

**Deadline for Applications:**

September 2, 2025

**Schedule:**

Monday through Friday, up to 40 hours per week. We will also consider applicants who can work 30-40 hours per week. Employee may be asked to work a few evenings and/or weekends.

The employee **MUST** be available for overnight travel to the Partners in the Outdoors Conference from April 26-29, 2026 in Colorado Springs, CO.

**Location:**

Colorado Parks and Wildlife (CPW) Main Office at 6060 Broadway, Denver, CO 80216

- The employee may work from home the majority of the time and work in the office 1-2 days per week. A laptop and computer set up is provided.
- This position requires occasional day-trip travel to offsite events. A vehicle will be provided for offsite work travel.

## **About the Partners in the Outdoors Program**

The Partners in the Outdoors Program believes that the support of our partners enables us to excel at our work of protecting and caring for our most valued and valuable resources. We bring together diverse interests from across the entire spectrum of the outdoors to advance and balance both outdoor recreation and conservation in Colorado.

We are an outward-facing program helping to foster alignment, trust, awareness, and collaboration between CPW and our state's large network of partners. We do this through the annual Partners in the Outdoors Conference, the Partners in the Outdoors Grant Program, and extensive resource sharing and network building.

## **Job Description and Responsibilities**

CPW is looking for a motivated and skilled assistant to support the operations and administration of the Partners in the Outdoors program. Responsibilities are primarily administrative and require strong organizational skills and attention to detail.

### *Partners in the Outdoors Conference*

- Assist with event planning, management, and implementation.
- Manage attendee registration and payment.
- Organize, attend, and take meeting notes for planning committee meetings.
- Become an expert in and administer our conference event app. Upload schedules, develop content, and disseminate information.
- Provide clear communication and support for attendees, presenters, and sponsors.
- Assist with the coordination of virtual meetings and webinars.
- Create conference communications and materials such as newsletters, signage, posters, programs, websites, etc.
- Nurture and build relationships with attendees, presenters, sponsors, and volunteers.

### *Partners in the Outdoors Grant Program*

- Compile content to be highlighted on our website and newsletter.
- Brainstorm and develop additional means of storytelling and ways to showcase our grantees' work.

### *General Program Responsibilities*

- Design and send monthly newsletters through the Mailchimp platform.
- Maintain accurate and updated information on the Partners web pages.
- Represent CPW with professionalism in all public events and forums.
- Attend outreach and tabling events.

- Manage the Statewide Partners Program email account. Provide customer service and answer questions for CPW staff and partners.
- Help with miscellaneous tasks such as mailings, supply inventory, data clean up, printing, scanning, etc.
- Support the broader Education, Partnerships, and Volunteers team.
- And of course, other duties as assigned.

### **Minimum Requirements:**

- Strong written and verbal communication and customer service skills.
- Excellent organizational skills and attention to detail.
- Proficiency with Google Application Suite (Gmail, Google Drive, Google Docs, Google Sheets, etc.)
- Proactive, self-directed, and motivated to work independently.
- Ability to work well under pressure and solve problems creatively.

If you are excited about this role but your experience doesn't align perfectly, we encourage you to apply. You might just be the right candidate for this or other roles.

### **Preferred Qualifications:**

- Experience with organizing and facilitating meetings.
- Experience with event planning, management and implementation.
- Proficiency with online services and software such as Survey Monkey, Mailchimp, Canva, and event apps such as EventMobi and/or Whova.

### **What You'll Get From Us**

The Partners in the Outdoors Program is a small team of one full-time staff member and one temporary staff member. We are part of the Education, Partnerships, and Volunteer section, made up of 14 full-time staff members who place emphasis on promoting and maintaining a positive, fun work environment. The qualities of our team include transparent and open communication, support and advocacy for each other as humans, and a focus on training and development. You may have the chance to explore our state and our agency's work on day trips or multi-day trips if that's something that interests you.

### **Benefits:**

- Accrual of paid sick leave at a rate of 1 hour for every 30 hours worked, up to 48 hours per fiscal year.
- PERA retirement plan
- Employee wellness resources and [CSEAP Benefits](#)
- Professional development opportunities such as conferences, trainings, and job shadowing.

- This position does not include medical benefits, paid holidays or vacation time. Unpaid time off can be negotiated.

**Background Check:**

Due to the nature of the position, a background check is required before an offer is made. Background checks may include criminal, sex offender, and driving history to help ensure the safety of our patrons, visitors, staff and volunteers.

There is no cost or fee to the applicant for background checks.

**How to Apply:**

[Apply online here.](#)

## **Equity, Diversity, and Inclusion**

*The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, neurodiversity, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.*

*The Department of Natural Resources is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAA Coordinator, at [dnr\\_hr\\_employeebenefits@state.co.us](mailto:dnr_hr_employeebenefits@state.co.us).*

## **ADAAA Accommodations**

*Any person with a disability as defined by the ADA Amendments Act of 2008 (ADAAA) may be provided a reasonable accommodation upon request to enable the person to complete an employment assessment. To request accommodation, please contact our Benefits Specialist at [dnr\\_hr\\_employeebenefits@state.co.us](mailto:dnr_hr_employeebenefits@state.co.us) at least five business days before the date that any accommodation will be required to allow us to evaluate your request and prepare for the accommodation. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed. Please ensure that you have this information available well in advance of the assessment date.*

