



COLORADO

Parks and Wildlife

Department of Natural Resources

Colorado Parks & Wildlife Job Announcement

POSITION: Education Assistant

START & END DATE: Feb 23rd – Nov 20th (9 months).

PAY RATE: \$18.00 - \$21.00/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 and communities to the outdoors? The Education Assistant position may be a great fit for you to continue to build your skills and understanding of education programming connected to Colorado's natural resources and the work happening at Colorado Parks and Wildlife. Our programs support state parks and field staff in working with school groups, educators, and the general public to create impactful connections to the outdoors. In this role, you will assist the Statewide Education Unit with providing virtual educational programs for students, conducting research on varying topics for resource development, and assisting with wildlife viewing events and other interpretive programming needs.

The 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 with the development of educational resources using ADA guidelines for PDFs and online content.
- Developing engaging educational videos, virtual tours and web content.
- Supporting CPW booths at career fairs and other events.
- Supporting the Colorado Archery in the Schools Program, including tournaments and database management.
- Providing excellent customer service to internal and external partners.
- Leading and/or assisting with other duties as assigned.
- Develop interpretive programs on various topics for field staff
- Work the educational area at wildlife viewing events across the state

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 those found in Google Suite and Adobe Creative Cloud
- Must possess valid driver's license

Preferred Experience:

- Experience educating or working with K-12 students in a virtual environment
- Bachelor's degree preferred
- Experience with graphic design or video production a plus
- Strong background in Science Communications
- Certificate of Interpretive Guiding (CIG) or experience developing interpretive programs

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.

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

This position does **not** include medical benefits, paid holidays or vacation time.

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 kellina.gilbreth@state.co.us. Please note "Education Assistant" in the subject line.

Resumes and cover letters will be accepted through Monday, January 5th with in-person interviews taking place on Tuesday, January 27th and Wednesday, January 28th.

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.

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 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.