



LIVE LIFE  
OUTSIDE

## Colorado Parks and Wildlife Regional Partnerships Program Associate Temporary (9 months) Job Announcement

**POSITION:** Regional Partnerships Program Associate

**START & END DATES:** February 2026 through October 2026 with exact dates negotiable

**PAY RATE & SCHEDULE:** \$26.00 per hour depending on experience. 35 - 40 hours per week, Monday through Friday, with some evenings and weekends.

**LOCATION:** Colorado, with the main office located in Denver at 6060 Broadway. Position location within the State is flexible with the ability to work remotely. Occasional travel is required.

**DEADLINE FOR APPLICATIONS:** Tuesday, January 20, 2026 at 11:59 pm MT

### COLORADO PARKS AND WILDLIFE

Colorado Parks and Wildlife (CPW)'s mission is to perpetuate the wildlife resources of the state, to provide a quality state parks system, and to provide enjoyable and sustainable outdoor recreation opportunities that educate and inspire current and future generations to serve as active stewards of Colorado's natural resources.

### JOB DESCRIPTION

This position supports the work of the Regional Partnerships Initiative (RPI) and the Colorado Outdoor Partnership (CO-OP) to advance Colorado's Outdoors Strategy- a collaborative vision uniting public and private partners and stakeholders to advance conservation, outdoor recreation, and climate resilience. As part of the Regional Partnerships Initiative team, this position supports CPW in uplifting collaborative work happening across the state through community engagement, communications and outreach, conservation and recreation planning, and grants administration.

#### Primary duties include:

- Help organize and coordinate events and meetings, including scheduling, logistics, facilitation, note-taking, and reporting.
- Support information sharing and communications, including compiling and summarizing information, and preparing email newsletters, social media, reports, web page content, and slide decks.

- Develop, track, and maintain relationships with grant applicants and recipients from across Colorado.
- Support overall grant administration including the solicitation, organization, review, and approval of grant requests.
- Support implementation of Colorado's Outdoors Strategy and the Statewide Comprehensive Outdoor Recreation Plan, including tracking progress on actions and strategies and identifying success stories.
- Represent CPW with professionalism at public events and forums.

## QUALIFICATIONS

Minimum Qualifications (substitutions offered): The ideal candidate will have a minimum of 2 years professional experience in Outdoor Recreation, Natural Resources, Wildlife Management/Biology, or related field and an undergraduate or graduate degree. Experience with Google Suite preferred or at a minimum with Microsoft Office and Excel. Candidates should be well organized, detail-oriented, and have excellent communication skills (oral and written). They should be able to work independently and with a team, have experience interacting with colleagues and customers from diverse backgrounds and perspectives, demonstrate interpersonal skills and problem-solving abilities, and bring positive and creative thinking to the position.

Preferred Qualifications: Experience with coalition building, community engagement, project management, and content creation is beneficial. Training in and/or understanding of current best practices in justice, equity, diversity, and inclusion in conservation and the outdoors a plus.

Substitutions: Work experience and/or education from an accredited college, university or distance learning program with course work in natural resources management, outdoor recreation, parks, or related fields may substitute for minimum qualifications.

**BENEFITS:** This position participates in PERA (public employee retirement program) and accrues paid sick leave. Potential for professional development, training opportunities, and conference attendance.

**HOW TO APPLY:** Submit a cover letter and resume or summary of experience to Morgan Anderson at [morgan.l.anderson@state.co.us](mailto:morgan.l.anderson@state.co.us) with "Associate Position" in the subject line.

**Colorado Parks and Wildlife is committed to fairness and equality of opportunity in the workplace.** The State of Colorado strives to create a Colorado for All by building and maintaining workplaces that value and respect all Coloradans through a commitment to equal opportunity and hiring based on merit and fitness.

*The State is resolute in non-discriminatory practices in everything we do, including hiring, employment, and advancement opportunities.*

*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, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.*

*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.*

*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 Morgan Anderson at [morgan.l.anderson@state.co.us](mailto:morgan.l.anderson@state.co.us).*