



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

Position	Administrative Assistant (Seasonal)
Start/end dates	03/02/2026 - 06/30/2026 Exact dates negotiable Potential to extend for 3 - 4 months dependant on funding
Schedule	40 hours per week/Monday - Friday
Pay rate	\$20.00 - \$25.00/hour depending on experience
Location	Hybrid - Littleton Office, 13787 US Highway 85, Littleton, CO 80125 with a combination of on-site and remote work
Deadline for applications	Position is open until filled Initial reviews and interviews will begin Monday 02/09/2026
Job description	<p>The Outdoor Recreation and Lands Branch of Colorado Parks and Wildlife supports outdoor recreation and public access across the state through land management, recreational programs, and partnerships. The branch works to balance conservation, public enjoyment, and responsible land use while supporting communities and stakeholders across Colorado.</p> <p>This position will report to and provide support to the Outdoor Recreation and Lands Program Assistant, assisting with financial tasks, meeting coordination, and general administrative duties to help ensure the smooth and efficient operation of the branch.</p>
Responsibilities	<ul style="list-style-type: none">• Financial Support<ul style="list-style-type: none">○ Process grant-related reimbursements, invoices, requisitions, and credit card transactions, ensuring all supporting documentation and financial coding are complete, accurate, and compliant.○ Enter invoices into the State's accounting system (CORE) for payment, including managing internal approval processes.

	<ul style="list-style-type: none"> ○ Maintain registers and trackers (ie. contracts, payments, approvals). ● Meeting Support <ul style="list-style-type: none"> ○ Prepare agendas, coordinate meeting papers, take minutes, book meeting rooms, and organize catering. ● Other Duties <ul style="list-style-type: none"> ○ Draft routine correspondence and standard responses to external partners, and internal CPW staff. ○ Update internal documents, procedures, or shared resources, such as program manuals, contact lists, and presentation materials. ○ Maintain electronic and hard-copy filing systems, ensuring records are accurate and easily retrievable. ○ Manage shared inboxes, respond to routine enquiries, and redirect items as appropriate. ○ Track deadlines and follow up on outstanding actions and documentation. ○ Support ad hoc team projects and grant programs with coordination and administrative tasks, including data entry, research, and compilation of grant application materials. ○ Perform other administrative tasks as required.
Minimum requirements	<ul style="list-style-type: none"> ● Proven administrative experience, with specific experience in financial processing, budgeting, or grant administration. ● Ability to work independently. ● Strong attention to detail and accuracy, especially regarding financial documentation and data entry. ● Strong organizational and time management skills, with demonstrated ability to manage multiple deadlines. ● Excellent communication and customer service skills, including the ability to work with various internal and external stakeholders. ● Proficiency with Microsoft Office Suite and Google Applications.



	<ul style="list-style-type: none"> • Knowledge of or experience with electronic and hard-copy records management and document retention principles. • 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"> • Experience working with government agencies. • Prior experience with the State of Colorado's financial or accounting systems, such as CORE. • Experience in a setting that involves outdoor recreation, conservation, or natural resource management.
Benefits	This position participates in PERA (public employee retirement program) and accrues paid sick leave. Potential for professional development and job shadowing opportunities.
How to apply	Email a cover letter, resume, and list of three references to trails@state.co.us with "Administrative Assistant (Seasonal)" in the subject line.

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.

