COLORADO
Parks and Wildlife
Department of Natural Resources

Temporary Job Announcement

Position	**LWCF GIS & Compliance Assistant (Seasonal)**
Start/End Date	01/11/2027 – 06/30/2027 - Exact dates negotiable Potential to extend for 3 months dependent on funding
Schedule	Monday through Friday, up to 40 hours per week
Pay Rate	$25.00 - $30.00/hour depending on experience
Location	Hybrid - Littleton Office, 13787 US Highway 85, Littleton, CO 80125 with a combination of on-site and remote work
Application Deadline	Monday 11/30/2026 at 5:00 PM MST
Job Description	The Land and Water Conservation Fund (LWCF) is a federally funded grant program helping government agencies nationwide protect valuable natural resources and provide meaningful public recreation opportunities. Colorado Parks and Wildlife administers it locally for the National Park Service. LWCF-funded sites are protected in perpetuity for outdoor recreation and require ongoing compliance monitoring. This position reports to and assists the Federal Grants Administrator with site inspections, landowner communications, GIS mapping, records management, and general program compliance activities.
Responsibilities	**LWCF Site Inspections & Monitoring** • Conduct site inspections, primarily along Colorado's Front Range, to assess compliance with program requirements. Occasional overnight travel may be required. • Document inspection findings, and research historical grant records, site inventories, and other supporting documentation to verify site conditions, investigate discrepancies, and support compliance assessments.

	LWCF Landowner Communications ● Coordinate communications with landowners regarding inspection findings, stewardship responsibilities, and compliance concerns. ● Track and follow up on compliance issues, working with landowners toward timely resolution. **GIS Mapping & Spatial Analysis** ● Create, edit, and maintain GIS maps and spatial data, including performing spatial calculations to support site monitoring and compliance activities. ● Utilize historical grant records, shapefiles, parcel and assessor data to verify site boundaries and identify potential discrepancies, encroachments, or land use changes. **Other Duties** ● Maintain organized compliance records, inspection reports, GIS files, and supporting documentation. ● Perform other administrative or grant-related duties as assigned.
Minimum Requirements	● Proficiency with ARCGIS Pro, including map creation, editing, spatial analysis, and interpreting historical maps alongside current GIS, parcel, and assessor data. ● Strong research, analytical, and problem-solving skills, with excellent attention to detail. ● Experience with records management and accurate data entry. ● Strong organizational, time management, communication, and customer service skills, including the ability to work independently and professionally with key stakeholders. ● Proficiency with Microsoft Office and Google applications. ● Must be at least 18 years old with a valid Colorado driver's license and good driving record for operating a state vehicle.
Preferred Qualifications	● Experience with land conservation, outdoor recreation, protected areas, related natural resource programs, or working with government agencies or regulatory compliance programs. ● Experience researching historical land records, property ownership, and legal land descriptions.

Benefits	• PERA (Public Employee Retirement Program). • Accrual of paid sick leave. • Employee wellness resources and CSEAP Benefits. • Professional development opportunities such as training and job shadowing. • This position does not include medical benefits, paid holidays or vacation time. Unpaid time off can be negotiated.
How to Apply	Email a cover letter, resume, and list of three references to lwcf@state.co.us with "LWCF GIS & Compliance Assistant (Seasonal)" in the subject line by 5:00 PM MST, Monday 11/30/2026.

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.