



Colorado Parks and Wildlife Internship

POSITION:

Accessibility and Workforce Development Intern

START & END DATE:

January 2023. Exact start date is flexible. The internship term will be 6 months.

PAY RATE:

\$15 per hour

SCHEDULE:

30-40 hours/week, primarily weekdays from 8:00a- 4:30p. Exact hours may be flexible.

BENEFITS:

- Paid sick leave
- PERA retirement employer contributions
- Employee wellness resources and [CSEAP Benefits](#)
- Professional development opportunities like certifications, trainings, conferences, and memberships

LOCATION

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

- Hybrid work environment - Intern will report to the office 1-2 days per week and may work remotely 3-4 days per week. A laptop and computer set up is provided.
- Office is located along the [RTD 8 line bus route \(stop at Broadway & 60th Pl\)](#).
- Occasional opportunities for in-state travel, if desired.

REPORTS TO:

Shalana Gray (she/her), CPW Workforce Development and ADA Coordinator. Please contact shalana.gray@state.co.us or 720-602-6422 with any questions about the position.

ABOUT THE YOUTH INTERNSHIP PROGRAM (YIP)

CPW's Youth Internship Program (YIP) employs and develops the next generation of Natural Resource Professionals and recruits new, diverse talent into the CPW workforce. We accept people of all ages who are in the early stages of their career path or career transition.

A Focus on Career Exploration

YIP is unique in that it's not just a job... It is designed for career exploration, mentorship, and skills development. While you'll have some primary job responsibilities, we want you to go out and explore! Depending on your interests this might include shadowing biologists, going on ride-alongs with Park Rangers and Wildlife Officers, visiting fish hatcheries, helping at education and outreach events, assisting with trail or restoration projects, and more. This is a great opportunity for someone who knows they are interested in a Natural Resources career but wants to learn more about different options.

JOB DESCRIPTION:

This position will support Workforce Development and Americans with Disabilities Act (ADA) accessibility through administrative tasks, event coordination, staff training, data analysis, and communications. We are striving to make the outdoors and Natural Resources careers accessible to all. This is primarily an office job, but you will have ample opportunities to get out in the field and explore different Natural Resources career paths.

RESPONSIBILITIES:

The internship will be customized based on the intern's goals, skill sets, and interests.

In general, this position will support three main purposes: (1) Improve accessibility for people with disabilities, (2) Strengthen our internship program, and (3) Build a diverse, equitable, and inclusive workforce.

Americans with Disabilities Act (ADA) Accessibility

- Improve CPW's communication and information availability by developing content about accessible features at our State Parks
- Help to plan and coordinate staff trainings
- Assist with the implementation of an ADA Self-Evaluation and Transition Plan

Youth Internship Program (YIP) Support

- Help plan and facilitate career exploration and professional development events
- Create monthly newsletters
- Data entry and analysis
- General administrative support
- Build a sense of community through events, communications, and social media

Workforce Development

- Conduct a "Chat with a Professional" interview series, which will consist of interviewing current staff about their jobs and developing content to share with people who are interested in natural resource careers.
- Assist with recruitment and outreach by representing CPW at career fairs and events. Other outreach includes communications, blogs, and social media.
- Develop educational materials and activities for career outreach events.
- Track and coordinate ride along requests.

MINIMUM REQUIREMENTS:

- Good attention to detail
- Outstanding organizational skills
- Excellent written communication skills
- Proficient with Microsoft Office Suite and Google Applications.
- Self-motivated and able to balance multiple responsibilities while working independently
- Willingness to engage with people with diverse racial, ethnic, gender identity, ability, political, cultural, and socioeconomic backgrounds.
- An interest in learning about the ADA and accessibility. People with disabilities or people engaged with the disability community are encouraged to apply.
- Passion for natural resources, conservation, the environment, equity in the outdoors, and/or similar areas.

PREFERRED QUALIFICATIONS:

- Experience doing data entry and analysis
- Skilled in using Excel and/or Google Sheets
- Background in environmental education, training facilitation, administrative assistance, event coordination, customer service, and/or communications.

HOW TO APPLY:

Send your resume and cover letter to shalana.gray@state.co.us by December 4th. We welcome lived, educational, and work experiences. Your cover letter should include:

- Why are you interested in this specific position?
- How does this position fit in with your long-term goals?
- What makes you a unique fit beyond what we can see in your resume?

Colorado Parks and Wildlife is committed to fairness and equality of opportunity in the workplace. 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. 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 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, 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, Anna Kargobai-Murray, at anna.kargobai-murray@state.co.us or call 303-866-2667 x8647. Please contact Anna 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.

