



ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Diversity Internship Cohort Programs Assistant

Reports To: Rocky Mountain National Park – Continental Divide Research Learning Center, Director, with administrative supervision by Rocky Mountain Conservancy, Director of Administration

Position Type: Non-exempt, Full-time, Short-term position that may last up to 25 weeks

Compensation: \$15.00/hour

Promotion Potential: No

Benefits: Gear and Uniform provided. No additional benefits offered

Dates: Approximately October 24, 2022, with the potential to run through mid-April 2023

JOB DESCRIPTION

The Internship Coordinator Assistant will work as a Rocky Mountain Conservancy staff member and work directly as a part of the RMNP Continental Divide Research Learning Center (CDRLC) team. The Internship Coordinator will lead the planning and implementation of the Rocky Mountain National Park Diversity Internship Cohort Program with support from this assistant position. This position will be responsible for the recruitment of diverse interns, supporting in the development and implementation of an internship cohort to which will include a variety of trainings, professional development, and networking opportunities for interns working in Rocky Mountain National Park. Additionally, the assistant will seek funds for the internship program, opportunistically work with the crews in the field, update supervisor on program progress and status, help resolve any intern concerns, and provide partnership support between the interns and the agency supervisors. The position is primarily office-based; however, it may require heavy physical labor for extended periods of time in the field.

Essential Duties/Responsibilities

1. Assist Coordinator to develop and implement a diversity internship cohort program
2. Assist Coordinator to develop curriculum/lesson plans for a variety of trainings, professional development, and networking opportunities
3. Plan, organize, and facilitate trainings/education on a variety of topics including safety, National Park Service operations, career navigation, resume writing, interviewing, etc.
4. Plan, organize, and facilitate networking and mentorship opportunities for program participants.
5. Assist Coordinator to help facilitate intern orientation and onboarding
6. Participate in outreach and recruitment efforts across various Colorado Front Range Communities
7. Collaborate with Black, Indigenous, Person of Color (BIPOC) led affinity groups on outreach and engagement projects
8. Coordinate recruitment for an original stewardship project at Rocky Mountain National Park
9. Model appropriate judgment and leadership skills for interns and participants
10. Serve as a mentor to intern and program participants
11. Conduct regular meetings with interns and RMNP staff

12. Administer internship paperwork
13. Report regularly to the Conservancy Administrative staff
14. Support the physical and emotional well-being of all program participants
15. Adhere to Rocky Mountain Conservancy Staff Handbook
16. Adhere to Rocky Mountain National Park policies and laws
17. Enforce rules and regulations as specified by Rocky Mountain National Park, Rocky Mountain Conservancy, State and County for Covid-19 safety and risk management

Other Duties/Responsibilities

Internship Assistant will:

1. Attend Rocky Mountain Conservancy staff meetings, as schedule allows
2. Support other CDRLC projects and initiatives as schedule allows

JOB QUALIFICATIONS

Knowledge, Skill and Ability

1. Ability to work with youth interns (age 18-35) from a diverse set of backgrounds
2. Ability to develop education and professional development opportunities
3. Ability to communicate clearly and effectively both written and orally
4. Ability to create outreach materials
5. Ability to communicate information about Rocky Mountain Conservancy and Rocky Mountain National Park with the general public
6. Ability to work collaboratively with various work groups, divisions, and park partners
7. Sound judgment and ability to model and implement policies and procedures in the field and office
8. Strong organizational skills, ability to work independently, and self-motivated
9. Appropriate risk management skill
10. Ability to lead groups of diverse youth (ages 18-35)

Computer Skills

1. Must have basic computer skills and be competent with Microsoft Office applications
2. Other programs including Adobe Creative Suite (InDesign, Photoshop, etc.) and ArcGIS preferred

Requirements

1. Must be a US Citizen, US National, or Lawful Permanent Resident Alien of the US
2. Must pass the National Sex Offender Public Registry and criminal history check defined as no positive hits on the NSOPR and no history of violent offenses on the criminal history check
3. Must have a valid driver's license and clean driving record (Driver's License background check required)

Education

1. Prefer Bachelors or Advanced Degree. Equivalent experience may be substituted

Experience

1. At least one year of experience working with youth and young adults from diverse backgrounds
2. Prior experience organizing events, developing lessons, and giving presentations or lessons to wide audiences
3. Experience recruiting diverse youth
4. General knowledge of natural and cultural resources, facility management, and/or interpretation and education

Material and Equipment Directly Used

1. Daily use of NPS vehicles
2. Daily use of a government computer
3. Periodic use of film and photography equipment

Working Environment/Physical Activities

1. Work is primarily office based and requires use of a computer, sitting, standing, and focusing for extended periods throughout the day
2. Work may require regional and local attending job fairs, trainings, and events
3. Work will have limited field work which includes walking and working on steep or uneven terrain; lifting of up to 30 pounds; carrying a 25 lb. backpack up to 5 miles; and working in extreme weather conditions

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.

TO APPLY:

Submit a resume, cover letter and a minimum of 3 professional references to Scott Esser at Scott_Esser@nps.gov

Applications will be reviewed on a rolling basis

All applications must be received by the position closing date of October 10, 2022