

## POSITION DESCRIPTION



<b>Title:</b>	Program Assistant
<b>Position Class:</b>	Program Assistant
<b>FLSA Status:</b>	Part-time/Non-exempt/Hourly
<b>Reports to:</b>	Stewardship Director
<b>Direct Reports:</b>	None
<b>Location:</b>	Fort Collins, CO
<b>Salary:</b>	\$18.21-\$20/hour depending on experience
<b>Benefits:</b>	Not Applicable

**About the Organization:** Bird Conservancy of the Rockies (Bird Conservancy) is a 501-c(3) non-profit headquartered at the Environmental Learning Center at Barr Lake State Park with a satellite office in Fort Collins and fieldwork outposts in the Great Plains Region and Intermountain West. We conserve birds and their habitats through an integrated approach of Science, Education, and Stewardship. Our work radiates from the Rockies to the Great Plains, Mexico and beyond.

**Position Overview:** We are hiring a Stewardship Program Assistant to support the day to day administrative operations of the Stewardship Team. The Program Assistant attends regularly meetings, takes notes, coordinates meeting and travel logistics, and assists the Stewardship Director and Stewardship Program Managers in general administrative tasks to ensure overall programmatic success.

### **Essential Job Duties and Responsibilities:**

- Provide administrative support to Director and Program Managers
- Printing, preparing and mailing outreach materials
- Event planning, coordination, travel logistics
- Assist with onboarding and offboarding of Private Lands Wildlife Biologist staff
- Coordinate with staff to schedule meetings and take notes
- Other duties as assigned

### **Knowledge, Skills and Experience required (unless otherwise noted):**

- Clear and concise verbal and written communication
- Great attention to detail
- Excellent organizational skills
- Proficient in Microsoft Office and Google
- Working knowledge of office equipment and computer hardware and peripheral devices
- Basic understanding of databases and data entry platforms
- High school degree or equivalent

### **Physical Demands / Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in a standard office setting, with considerable sitting, standing and viewing of computer
- Low-level stress
- Requires reaching continually throughout the workday (mouse, keyboard, telephone)
- May include evening and weekend work

**Material and Equipment Directly Used:**

- Computer/laptop and telephone; PC with MS Office, Monday, and Slack software applications.

**Equal Opportunity Employer:**

Bird Conservancy of the Rockies is a bias-conscious employer. We ask that you please avoid the use of photos when submitting a resume and/or an application for employment. You will receive an email acknowledgment when you have successfully applied. Your completed application will be forwarded to the hiring manager. You will be notified if you are selected for further testing or interviews. **Post-offer background check required.**

Studies have shown that underrepresented groups, including women and people of color, are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job from diverse backgrounds and with attention to lived experience. Bird Conservancy of the Rockies will consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Bird Conservancy of the Rockies is an Equal Opportunity Employer. Applicants are considered for positions for which they have applied without regard to gender identity or gender expression, race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information, pregnancy or other characteristics protected by law. For the purpose of Bird Conservancy's policy, "sexual orientation" means a person's actual or perceived orientation toward heterosexuality, homosexuality, bisexuality. Bird Conservancy of the Rockies will make special communication arrangements for persons with disabilities. Please call (303) 659-4348 for assistance.

**To Apply:**

Please submit your cover letter, resume and contacts for three references in **ONE document** to [applicants@birdconservancy.org](mailto:applicants@birdconservancy.org) with "Stew Assistant\_First Name\_Last Name" in the subject line. Applications will be accepted and reviewed on a rolling basis until the position is filled. Preference will be given to those applications submitted before **March 13, 2025**.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. The employee will be required to follow any other instructions and to perform any other duties requested by their supervisor. Nothing in this job description shall create or is intended to create, or shall be construed to constitute a contract of employment, express or implied. Employees are held accountable for all duties of this job.**