



**COLORADO NATURAL
HERITAGE PROGRAM**
COLORADO STATE UNIVERSITY

Communications & Outreach Assistant

CSU Department: Colorado Natural Heritage Program (CNHP)

Pay Rate: Starting at \$16–18 per hour. Pay will be commensurate with experience and qualifications.

Application Deadline: This position is open until filled, though for full consideration, applications must be submitted by **11:59 PM (MT) on August 31, 2026.**

Anticipated Start Date: October 1, 2026

Anticipated Weekly Hours: approximately 20 hours per week

Supervisor: Julie Kallenberger, Communications & Outreach Specialist

The Colorado Natural Heritage Program (CNHP) is seeking a student assistant to contribute to the department's communication and outreach efforts. This position is ideal for a creative and collaborative individual who thrives on supporting diverse projects and tasks. This position offers a valuable opportunity to expand knowledge and skills in science communication, outreach and biodiversity conservation and build connections with a variety of experts and partner organizations.

The role will primarily be based in CNHP's offices located in the General Services Building on CSU's main campus in Fort Collins, CO with the possibility of remote work depending on project timelines and deliverables. Some off-site work will be required for events.

Duties and Responsibilities

As an integral part of CNHP's Communications & Outreach Team, the selected candidate will assist with:

- Implementing communications projects and initiatives to support CNHP's goals.

- Creating content for CNHP's websites, digital displays, social media platforms, and printed materials to engage target audiences.
- Monitoring and analyzing digital media performance metrics.
- Representing CNHP at outreach events, such as tabling, to promote CNHP's projects and programs.
- Providing general communications and outreach support, including event planning and administrative duties.

Required Qualifications

- Must be a current CSU undergraduate or graduate student pursuing a degree in natural resources, natural sciences, art, graphic design, journalism or a closely related field.
- Strong attention to detail and excellent communication and organizational skills.
- Ability to problem-solve, prioritize tasks, and manage time effectively to meet deadlines.
- Dependable, motivated, flexible, and able to work autonomously and as a team.
- Experience working with Adobe Creative Cloud, Canva, WordPress and/or similar platforms.
- Experience writing content for social and digital platforms tailored to diverse audiences.
- Ability to commit to approximately 20 hours per week, with occasional evening and weekend work as required.
- A valid driver's license, the ability to obtain a driver's license, or access to a licensed driver by the employment start date, along with a clean driving record.

Preferred Qualifications

- Experience with photography and/or videography.
- Familiarity with CSU's brand and writing style standards.
- Experience working with electronic accessibility and universal design standards.
- Work-study eligible (encouraged but not required).

Salary

\$16–18/hour. Starting pay will be commensurate with experience and qualifications. Opportunities for pay increases will be based on performance and budget.

To Apply

This position is open until filled, though for full consideration, applications must be submitted by 11:59 PM (MT) on **August 31, 2026**.

Apply through CSU Workday at

[https://wd12.myworkday.com/csusystem/d/inst/15\\$392530/9925\\$6695.html](https://wd12.myworkday.com/csusystem/d/inst/15$392530/9925$6695.html)

Application materials include:

Cover letter addressing why you are interested in this role and the unique skills you will bring to the position.

- Resume outlining your qualifications and experience and at least three examples of your design and/or photography skills. They can be submitted as an attachment to your cover letter or a link to a virtual portfolio.
- Names and contact information (phone and email) for three professional references.

Note: If your application is selected to move forward in the process, the hiring manager will reach out to you to schedule an interview.

Questions & More Information

For inquiries regarding this position, please contact:

Julie Kallenberger

Communications & Outreach Specialist

Email: julie.kallenberger@colostate.edu

Employee Benefits

Employee benefit information can be found on CSU's Human Resources website at [HR Benefits](#).