



STATE OF COLORADO  
invites applications for the position of:

# Preservation Outreach Specialist

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

**CLASS TITLE:** NON-CLASSIFIED

**LOCATION:** Denver Metro, Colorado

**PRIMARY PHYSICAL WORK ADDRESS:** 1200 Broadway, Denver, CO 80203

**SALARY:** \$3,000.00 - \$3,500.00 Monthly

**OPENING DATE:** 06/08/18

**CLOSING DATE:** 06/24/18 11:59 PM

**JOB TYPE:** Full Time

**DEPARTMENT INFORMATION:**



## HISTORY *Colorado*

If you are considering a career opportunity with the goal of making a difference, consider joining the dedicated people at History Colorado. Our professionals inspire generations to find wonder and meaning in our past and to engage in creating a better Colorado. The History Colorado Center is a location convenient to downtown shopping, restaurants, and cultural facilities in the Golden Triangle district. In addition to a great location, we offer fantastic benefits including:

Strong, secure, yet flexible retirement benefits including a [PERA Defined Benefit Plan or PERA Defined Contribution Plan](#) plus 401K and 457 plans

[Medical and dental health plans](#)

Employer supplemented [Health Savings Account](#)

Paid life insurance

Short- and long-term disability coverage

10 paid holidays per year plus 12-16 hours of vacation and 6.66 hours of sick leave a month

Discounted [RTD EcoPass](#) (Denver Metro locations)

[BenefitHub](#) state employee discount program

[CafeWell](#) employee wellness program

Excellent work-life programs, such as flexible schedules, training and more

**HISTORY COLORADO has a strong commitment to diversity and cultural competence. We welcome responses from people of diverse backgrounds and abilities.**

**DESCRIPTION OF JOB:**

The Preservation Outreach Specialist is the first point of contact with the State Historical Fund (HC-SHF). This position provides an important role in providing overall communication, grant application assistance with the competitive historic preservation grants program, providing grant administration support, public outreach in preparation of future grant rounds, and the regular communication of HC-SHF program projects. Projects receiving HC-SHF grants may include the rehabilitation, preservation and/or restoration of historic buildings, historic assessments, historic surveys and the educational materials. This position serves as a preservation "advocate" and provides outreach to nonprofit organizations and public entities interested in applying for grants, as well as helping build capacity in communities and the building trades.

**Duties include:**

- Assisting with the application process for the competitive historic preservation grants program.
- Providing advice to applicants regarding program policies and procedures including the use of The Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Advising potential grant applicants in building capacity, developing competitive applications, and providing draft reviews, as well as re-application assistance.
- Developing relationships to meet with local communities, organizations and advocacy groups throughout the State of Colorado to encourage and promote applicant and project diversity.
- Conducting public presentations on application policies and procedures.
- Anticipating potential procedural changes to improve the program.
- Designing, preparation, and presentation of materials for public presentations.
- Assisting with event planning, board meetings, and committee meetings.
- Assisting with all aspects of event planning and tasks related to the Stephen H. Hart Awards for Historic Preservation.
- Assisting Preservation Communications Manager in writing and editing blogs, social media posts, and documents.
- Creating, revising, and managing website content for HC-SHF.
- Traveling in support of regular duties.
- Providing regular research, reports and communication to staff and others working with HC-SHF at the direction of the Grant System Manager.
- Supporting online application and data management in GIFTS (Grant software platform used by HC-SHF).
- Troubleshooting applicant challenges with the online application.

**MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

- This position requires a Bachelor's Degree in any of the following: Project Management, Communication, History, Historic Preservation, English, and Public Relations or a related field **and** at least 1-3 years related experience.
- Must have excellent planning, organizational, interpersonal, strong written and oral communication abilities.
- Strong customer service, teamwork skills, and the ability to tackle and prioritize complex tasks.
- Experience working with people (both one-on-one and in groups), non-profit organizations, and/or local governments.
- Proficient with Microsoft Office software, Google Applications, Adobe Acrobat Pro and social medial applications.
- This position requires independent travel (40-60% of the time) throughout the state utilizing a state vehicle and regular overnight/multi-night stays (reimbursed).
- This position requires occasional night or weekend hours.

- A valid Colorado driver's license must be obtained within thirty days of hire and maintained throughout the term of employment.
- **The successful candidate must pass a criminal history background check prior to hire.**

**Preferred Qualifications:**

- Experience working on historic preservation projects and independently interpreting The Secretary of the Interior's Standards.
- Ability to read, interpret, understand and appropriately comment on Construction Documents.
- Experience working with a grants program.
- Experience working with GIS software such as ArcGIS.

**HOW TO APPLY:** Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

**IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:**

Online application is the preferred method of applying for this position.

**DEPARTMENT CONTACT INFORMATION:**

Dany.mccoy@state.co.us

**METHODS OF APPOINTMENT:** This position is not part of the classified state personnel system.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.colorado.gov/jobs>

Position #GCA-09871-6\_18  
PRESERVATION OUTREACH SPECIALIST  
DM

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

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**Preservation Outreach Specialist Supplemental Questionnaire**

- \* 1. Please describe your experience applying The Secretary of the Interior's Standards to a preservation project. What type of project was it, what was your role in the decision making process and what were the outcomes?
- \* 2. Please describe your experience with a grant program, either reviewing or receiving. Have you applied for grants, overseen the implementation of grants, reviewed or made decisions about grant applications?
- \* 3. In the management of our projects, there are often multiple parties who may not always have the same vision. Please describe at least one instance when you resolved a specific conflict or brought parties together, and the strategies you used.
- \* 4. Please describe your customer services philosophy, how you might measure customer service and what makes for great customer service.

\* Required Question