

# **The Job Spotlight**

**Week of December 20th to December 24th, 2021**

- . AAFES**
- . Akima (Ft Carson)**
- . CO Passport Agency**
- . El Pomar Foundation**
- . Pikes Peak Humane Society**
- . Noblis-Internship**
- . Myron Stratton Home**
- . Northwestern Mutual**
- . Panda Express**
- . STARBASE Peterson**
- . The Resource Exchange**
- . USAFA Falcon Club**
- . USAJOBS**



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- Create a profile



**Akima Support Operations (ASO)**  
**Fort Carson, CO 80913**  
**719-524-0452 (O)**

Akima Support Operations (ASO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Parts and Tools Attendant in Maintenance Department.

**Position: Parts and Tools Attendant (Maintenance) (Job # ASO02017)**

**Position Classification: Non-Exempt (21210)**

**Contract Number: W52P1J-14-G-0035**

**Announcement Date: December 15, 2021**

**Closing Date: Until filled**

**Pay: \$16.93**

### **POSITION SUMMARY:**

Receives, stores, and issues hand tools, machine tools, dies, replacement parts, shop supplies and equipment, such as measuring devices, in industrial establishment. Keeps records of tools issued to and returned by workers. Prepares periodic inventory or keeps perpetual inventory and requisitions stock as needed. Unpacks and stores new equipment. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors. May coat tools with grease or other preservative, using brush or spray gun. May attach identification tags or engrave identifying information on tools and equipment, using electric marking tool. May receive, store, issue hand tools, machine tools, dies and measuring devices. Serves as the primary Test Measurement and Diagnostic Equipment (TMDE) coordinator, responsible for timely turn-in of TMDE equipment for calibration and preparation of quarterly Performance Management Review (PMR) slides.

### **MAJOR JOB ACTIVITIES:**

1. Receive, store and issue hand tools, machine tools, dies and equipment such as measuring devices.
2. Keep records of tools issued to and returned by workers.
3. Prepares periodic inventory or keep perpetual inventory and requisition stock as needed.
4. Unpacks and stores new equipment.

5. Visually inspects tools or measures with micrometer for wear or defects and reports damaged or worn-out equipment to superiors.
6. Maintains calibration records. Turns in equipment for calibration.
7. Maintains AOAP records for organic equipment.
8. Performs other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

Automation tools; materiel handling equipment

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in a shop environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up to 50 lbs; stooping; climbing; prolonged standing; prolonged sitting; and working with or in areas where a potential could exist for exposure to physical, chemical or biological agents. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

**FREEDOM TO ACT:** Reports to the Equipment Repair Supervisor and functions under his/her direction.

**MINIMUM QUALIFICATIONS:**

Education: High School graduate or equivalent.

Experience: One year experience in general vehicle maintenance or parts counter worker.

Proficient in Microsoft Office Word, Excel, and PowerPoint to edit text documents, and create templates.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE: Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.**

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at ASO

[michelle.j.lanham.ctr@mail.mil](mailto:michelle.j.lanham.ctr@mail.mil)

719-524-0452



**Akima Support Operations (ASO)**  
**Fort Carson, CO 80913**  
**719-524-0452 (O)**

24. Akima Support Operations (ASO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Technical Instructor for Transportation.

**Position: Technical Instructor Transportation (job #ASO02026)**

**Position Classification: Non-Exempt (15095)**

**Contract Number: W52P1J-14-G-0035**

**Announcement Date: December 15, 2021**

**Position Start Date: Until filled**

**Pay: \$24.44**

### **Position Summary:**

The Technical Instructor performs as the subject matter expert providing classroom instruction and behind the wheel training of student drivers; addressing bus regulations and safety procedures as well as identifying training requirements. Conducts classroom training for the purpose of evaluating and reviewing bus drivers' knowledge. Evaluates performance of student drivers for the purpose of ensuring that basic skill levels are met and are in compliance with state and Military certification requirements. Informs student drivers on rules, regulations, laws and procedures. Performs and teaches pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements. Provides classroom training for unit Master Drivers.

### **MAJOR JOB ACTIVITIES:**

1. Instructs Bus Course for units requiring bus drivers, with related guidance and training.
2. Instructs Driver Examiner Course for units requiring Master Drivers, with related guidance and training.
3. Analyze system generated reports to assess regulatory compliance and best practices.
4. Performs computer data entry and records management.
5. Assist customer, units with licensing.
6. Utilize software and hardware equipment to update customer records and training information.
7. Develop and provide technical briefings, written reports, databases, and documents to supervisor when needed.

8. Work under minimal supervision and performs other related duties and assignments as required.

### **REQUIRED SKILLS:**

Knowledge and ability to use the full range of office automation equipment and Microsoft Office applications such as Word, Excel, Access and PowerPoint.

Ability to assess, plan and guide users of various skill and experience levels.

Ability to identify method of troubleshooting and resolve functional errors.

Excellent interpersonal skills and communication.

Knowledge of Military training and able to assess and develop training plan.

### **MATERIAL & EQUIPMENT DIRECTLY USED:**

Computer systems and office equipment including printers, copiers, projectors, scanners and audio/visual equipment

### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in an office environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up 40-45 lbs.; stooping; climbing; prolonged standing; prolonged sitting. Employee use of Personal Protective Equipment (PPE) is required in certain areas. Such PPE includes but is not limited to cold weather clothing, head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

**FREEDOM TO ACT:** Reports to the TMP Supervisor or Transportation Manager and functions independently under his/her direction.

### **MINIMUM QUALIFICATIONS:**

**Education:** A High School graduate or equivalent with good oral and written Communications skills

**Experience:** Three to Five years; experience in a classroom and skills course environment, or similar training activity of comparable complexity. A solid background in automated data systems and data system input.

**Must possess and continuously maintain a current State of Colorado Driver's License; or by 30 days after employment.**

**Requirement: Must have a CDL Class B with P2 endorsement prior to starting**

**SECURITY CLEARANCE:** Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC and a SECRET Clearance Must receive a favorable background check and drug testing results.

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at ASO

[michelle.j.lanham.ctr@mail.mil](mailto:michelle.j.lanham.ctr@mail.mil)

719-524-0452





**Akima Support Operations (ASO)**  
**Fort Carson, CO 80913**  
**719-524-0452 (O)**

Akima Support Operations (ASO), a rapidly growing government services provider has a full-time opening at Fort Carson CO, for a Welder Combination, Maintenance for Maintenance Department

**Position: Welder, Combination Maintenance (Job # ASO02018)**

**Position Classification: Non-Exempt (23960)**

**Contract Number: W52P1J-14-G-0035**

**Announcement Date: December 15 , 2021**

**Close date: When filled**

**Pay Rate: \$19.10**

### **POSITION SUMMARY:**

This incumbent welds metal components together to fabricate or repair products, such as machine parts, plant equipment, motors and generators, according to layouts, blueprints or work orders, using brazing and a variety of arc and gas welding equipment. This worker welds metal parts together, using both gas welding or brazing and any combination of arc welding processes, performs related tasks such as thermal cutting and grinding, repairs broken or cracked parts, fills holes and increases size of metal parts, positions and clamps together components of fabricated metal products preparatory to welding. This worker may locate and repair cracks in industrial engine cylinder heads, using inspection equipment and gas torch, may perform repairs only and be required to pass employer performance tests or standard tests to meet certification standards of governmental agencies or professional and technical associations.

### **MAJOR JOB ACTIVITIES:**

1. Performs welding in maintenance and repair shops on parts and bodies for mobile industrial equipment, tactical vehicles, special purpose vehicles and components, river and stream crossing equipment, generators, compressors electronic equipment, training equipment and various other metal items.
2. Utilizes all welding positions to weld any or all types of ferrous and non-ferrous materials.
3. Read blueprints, sketches and modification order to plan the process and layout project to be performed in an expeditious, economical and effective manner.
4. Visually, or by occasionally testing, determines kind of metal and type of rod to use considering the stress and/or pressure to which the repaired item will be subjected.

5. Adjusts flow of gases or amperage of generator for specific job. Uses acetylene or electric welding process applicable to accomplish flat, vertical, horizontal and overhead welding. Does tack and bead welding and infrequently heat-treating and pressure welding.
6. Repairs broken or cracked parts and fills holes and increases size of metal parts.
7. Responsible for observing all current safety and fire regulations.
8. Successfully sets up and utilizes plasma cutting machine, air arc, heli arc and mig welding equipment.
9. Assists in maintaining adequate stock age of supplies.
10. Prepares necessary paperwork showing labor and supplies used for job order.
11. Performs other duties as assigned.

**MATERIAL & EQUIPMENT DIRECTLY USED:**

MIG, TIG, ARC welding equipment; materiel handling equipment.

**WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:**

Work is generally conducted in a shop environment. However, duties may involve the conduct of work in the out-of-doors area with a potential exposure to extreme climatic conditions. Work will require lifting up to 50 lbs; stooping; climbing; prolonged standing; prolonged sitting; and working with or in areas where a potential could exist for exposure to physical. Employee use of Personal Protective Equipment (PPE) is required. Such PPE includes but is not limited to head, foot, hand, torso, respiratory, vision and hearing protective devices. Must comply with OSHA, EPA, Fire Regulations and published Company work rules.

**FREEDOM TO ACT:** Reports to the Foreman Allied Trades and functions under his/her direction.

**MINIMUM QUALIFICATIONS:**

**Education:** High School graduate or equivalent. Must be able certify for this position.

**Experience:** Three years experience in various types of welding and the utilization of welding tools or equivalent combination of education and experience.

**Must possess and continuously maintain a current State of Colorado Driver's License prior to starting or by 30 days after employment.**

**SECURITY CLEARANCE:** Must be US Citizen and be able to obtain and maintain a National Agency Check with Inquiries (NACI) to obtain a CAC. Must receive a favorable background check and drug testing results.

**TO APPLY:**

**[WWW.AKIMA.COM](http://WWW.AKIMA.COM)**

**CLICK ON CAREERS, VIEW OPENINGS, TYPE IN COLORADO SPRINGS, CO**

Any questions contact Michelle Lanham, H.R. at ASO

[michelle.j.lanham.ctr@mail.mil](mailto:michelle.j.lanham.ctr@mail.mil)

719-524-0452



## **United States Department of State**

*Colorado Passport Agency  
3151 South Vaughn Way, Suite 600  
Aurora, Colorado 80014*

December 20, 2021

### ***Information for Candidates***

#### **About the work**

- The work is repetitive in nature –most passport applications are adjudicated within 3-4 minutes.
- Detail orientation is vital. It is a mix of independent and teamwork.
- Your work is closely monitored both for production rate and for quality/accuracy, and you are notified of every error you make.
- Your schedule is highly structured.
- Interaction with the public is required at our public counter.
- We have other rotations: mail-in work, suspended work, courier cases, special handling, fraud, customer service.
- Our work is seasonal; peak season generally runs from February through August.
- Overtime may be required.
- A union represents all passport specialists. You may elect to join as a dues-paying member.

#### **Before you begin work**

- You must obtain and keep a Secret-level security clearance. The clearance is required to begin work. The average clearance takes 120 days, but the process can take six months or longer.

#### **About the Colorado Passport Agency**

- We currently have 19 passport specialists currently on board, divided into 3 teams.
- As a “counter agency,” much of our work comes from our public counter.
- At our small agency, we place a premium on teamwork and flexibility.

#### **Career Information**

- We provide all required training, including a virtual two-week passport “boot camp” during your first 2-3 months.
- If you don’t have prior federal experience, you will a probationary employee for one or two years, depending on the hiring vehicle, then convert to permanent status if your performance and conduct are satisfactory.
- Depending on related experience and education level, you may come in somewhere in the middle of the GS-4 to GS-11 career ladder.
- The GS-11 level requires mentoring, greater independence, and greater knowledge; candidates must demonstrate their ability before promotion.
- Other career opportunities generally begin at the GS-12 level. They include supervisory passport specialist, trainer, acceptance facility monitor, program analyst, operations officer.
- View other opportunities within the Department of State are at <http://careers.state.gov/>.

#### **Professional Development**

- We offer leadership training, including programs with offsite components.
- There is mandatory periodic adjudication training to increase your technical skills.

#### **Other Benefits**

- Health insurance, life insurance, agency-matching retirement contributions, student loan repayment.



**Administrative and Member Relations Specialist  
Downtown Partnership of Colorado Springs**

**Position title:** Administrative and Member Relations Specialist

**Reports to:** President & CEO

**Status:** Full-time, non-exempt. Occasional evening and weekend work.

**About Downtown Partnership:** Downtown Partnership is the lead organization working to ensure that Downtown Colorado Springs serves as the economic, civic and cultural heart of the region. A 501c4 nonprofit, Downtown Partnership serves as the management company for three other organizations working toward the betterment of Downtown: Downtown Ventures, a 501c3 nonprofit, and two quasi-governmental taxing districts: the Greater Downtown Colorado Springs Business Improvement District and the Downtown Development Authority.

**Summary description of position:** The Administrative and Member Relations Specialist ensures smooth and efficient operations of the office of the Downtown Partnership and assists CEO and staff with meeting preparation, correspondence, data entry and customer relationship management. The position assists with membership and donor efforts including coordination of: events and venues; acquisition and renewal mailings; and database management.

**Qualifications and competencies:**

- Associate or bachelor's degree preferred.
- At least five years' experience in administrative services with increasing levels of responsibility; experience in service to executives preferred.
- Strong writing skills.
- Excellent phone manners and customer service.
- Ability to manage multiple assignments simultaneously, prioritize tasks and work independently as well as in a team.
- Ability to maintain discretion and confidentiality.
- Respect for a diversity of cultures and people.
- Attention to detail and accuracy.
- Computer expertise, comfort and proficiency, in particular Microsoft Office Suite. Ability to learn new software quickly. Experience with customer relationship management (CRM) software processes a plus.
- Passion for Downtown Colorado Springs, urbanism and the mission of Downtown Partnership.
- Valid driver's license.

**Essential job functions:**

**BOARD AND COMMITTEE SUPPORT**

- Prepare all board and committee meetings, to include: scheduling conference room, setting up coffee and water, scheduling technology, preparing board packets and other materials as needed, notifying board and committee members, managing public postings and legal notice of public hearings.
- Record and prepare minutes for all board meetings and committee meetings as assigned.
- Maintain conflict of interest forms for all board members to include filing with the Secretary of State.

- Maintain record of board members and terms to include notification of new and reappointed board directors to City Council.

#### **CEO AND STAFF SUPPORT**

- Support CEO in managing calendar, phone calls, appointments and travel arrangements.
- Anticipate needs of the CEO and staff and ensure needs are met in a timely manner.
- Serve as a Downtown presence at key Downtown events (such as staffing a booth), as assigned.

#### **MEMBERSHIP, DONOR AND STAKEHOLDER SUPPORT**

- Maintain breadth and accuracy of robust CRM database of phone numbers, addresses and emails of board members, committee members, Partnership members, businesses, property owners and various stakeholder groups and prospects.
- Coordinate membership efforts, to include: coordinating quarterly mixers, preparing prospect packages and mailings, invoicing and follow-up.
- With finance officer, oversee gift card program, to include sales and entry of gift card data; preparation of gift card reports; maintaining inventory of needed supplies; training businesses with gift card implementation.
- Lead venue coordination of the annual Partnership Breakfast.
- Lead venue coordination of annual Art on the Streets reception.
- Lead venue coordination of annual State of Downtown Report.
- Provide orientations to new storefront businesses and/or Partnership members, as assigned.
- Assist with other Partnership-specific programs and events as assigned.

#### **OFFICE ADMINISTRATION**

- Serve as office receptionist: Answer and direct incoming calls.
- Retrieve data and assist with preparation of monthly and quarterly Partnership dashboards.
- Manage office physical infrastructure and contracts thereof, primarily IT and phone system.
- Serve as office manager: Order and maintain office supplies; manage copier usage.
- Serve as office liaison to property management: office repairs, fire and safety drills, notifications.
- Provide certain updates to Downtown website; proof and assist with content of enewsletter and evite communications as assigned.
- Retrieve, open and distribute the mail.
- Maintain office filing systems.
- Other duties as assigned.

#### **ESSENTIAL JOB FUNCTIONS**

- A majority of time is spent at a desk, using computer keyboard, mouse, monitor, and phone, as well as accessing file cabinets, copier, storage area.
- At times the position may be required to walk up to six blocks in an urban setting to nearby businesses to distribute information, assist with gift card systems, or other small tasks.
- A valid drivers license and ability to occasionally drive for short errands is required.

#### **To apply**

Send resume and cover letter to [info@downtowncs.com](mailto:info@downtowncs.com). Downtown Partnership of Colorado Springs is an Equal Opportunity Employer and offers competitive benefits. Wage range \$47,000-\$54,000. Position open until filled. No phone calls, please.

## **JOB POSTING**

**Job Title:** Animal Care Technician I

**Department:** Animal Care – positions open in Pueblo and Colorado Springs!

**Report To:** Animal Care Supervisor

**Post Date:** December 2, 2021

**Starting Pay Rate:** \$15.00/hour

### **Job Summary**

The Animal Care Technician I provides care for the daily needs of all animals within the shelter, including maintaining animal enclosures so they are clean and sanitary; ensuring appropriate feeding; identifying sick or injured animals; assisting in the humane euthanasia process; working cohesively with coworkers, other departments, and volunteers; and assisting the public in a professional manner. The Animal Care Technician I ensures an environment of compassionate and respectful animal and people care in accordance with HSPPR's mission, values, goals, and management philosophy.

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### **Key Duties and Responsibilities:**

#### **Daily Animal Care**

- Adheres to high quality standards of animal care, handling, and sanitation and performance is consistent with protocols, including but not limited to ensuring that animals are fed according to dietary instructions; cleaning and disinfecting of animal enclosures, dishes and other equipment used; completing laundry duties; assists with the flow and movement of the animal population.
- Assists with the humane euthanization of animals as well as proper care and disposal of deceased animals.
- Responsible for identifying sick or injured animals and reporting information in a timely manner.
- Assists with intake exams, serving as runner, restrainer, and additional support as needed.
- Assists with incoming and outgoing loading of animals being transferred to other animal welfare agencies.
- Maintains food storage, chemical storage, laundry room and food prep areas in a clean, uncluttered, and sanitary manner.
- Maintains and updates animal records in database accordingly.
- Checks inventory of animals daily to ensure correct animal, correct ID collar, and correct kennel cards are present, reporting any unresolved discrepancies to the Animal Care Supervisors.
- Participates in activities to improve the animals' wellbeing while in HSPPR's care.
- Demonstrates safety protocols for volunteers to ensure consistent humane treatment and handling of animals.

#### **Relationships**

- Cultivates and maintains relationships with peers and volunteers.

- Supports staff and volunteers; provide quality services to clients, volunteers, and employees, recognizing their individual contributions to the success of our organization.

### **Communication**

- Communicates issues and concerns to the Animal Care Supervisors.
- Communicates effectively with staff and volunteers so pertinent parties are informed of animal care issues/information.
- Documents staff and volunteer complaints. Handles complaints and/or concerns with professionalism and good judgment. Involves Animal Care Manager as necessary.
- Communicates with and provides regular feedback and/or coaching to volunteers in a professional and timely manner.
- Informs Animal Care Manager of developments that may affect HSPPR or the department including department progress, media exposure, public image, client concerns, and personnel issues.

### **Fiscal Responsibility**

- Properly maintains equipment used.
- Restocks all supply items daily. Reports need for ordering, maintenance, and inventory of supplies and equipment.
- Plans and organizes in anticipation of future needs.

### **Other**

- Commitment to the mission, values, goals and success of HSPPR.
- Appropriately documents observed animal behaviors utilizing objective language as required in relevant procedures and/or policies.
- Performs all other duties as assigned.

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### **Supervisory Duties**

- None
- 

### **Education/Experience Necessary**

- Previous animal shelter, boarding kennel, zookeeping, or veterinary clinic experience desired.
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**NOTE:** *The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.*

***Interested applicants should submit their application and resume to***

***<https://jobs.hsppr.org/jobs>***

***EOE***



## JOB POSTING

**Job Title:** Certified Veterinary Technician  
**Department:** COS Veterinary Services  
**Report To:** Surgery Center Supervisor  
**Post Date:** December 19, 2021  
**Starting Pay Rate:** \$18.75/hour

### Job Summary

Provides high level of patient care for animals in the Veterinary Clinic to include blood draws, IV catheter placement, nursing care, anesthesia and surgical preparation. Provides assistance with surgical procedures, high level of patient care and appropriate follow-up in conjunction with the veterinarians' direction for all animals in the shelter requiring medical treatment.

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### Key Duties and Responsibilities:

- Administers treatment and anesthesia to Veterinary Clinic animals under the direction of staff veterinarians. Provides excellent patient care and ensures proper diets are provided to animals.
- Maintains medical/surgical treatment records and reports in an accurate and timely manner and in accordance with HSPPR procedures, updates records in the shelter database. Maintains drug logs for all controlled substances.
- Communicates with customers and other shelter staff concerning the health of animals in the Veterinary Clinic. Answers general questions about HSPPR procedures and veterinary care of animals.
- Assists in the maintenance of the Surgery Center and facility equipment to assure cleanliness and safety.
- Provides accurate information and friendly professional service to the public by assisting with the drop offs coming in for surgery in the mornings and post-op instructions after surgery at the end of the day. Explains risks of anesthesia, nature of the procedure being done, and post-op care and has client sign paperwork and plan for picking up later in the day.
- Fills all medications from a central pharmacy and ensures all animals receive the appropriate medication.
- Works with Staff Veterinarians, Veterinary Services managers in developing and adhering to current treatment, vaccination and medical treatment protocols. Assists the veterinarians as required with treatments and medication orders.
- Administers treatments per the veterinarians' orders and provides excellent supportive care for all injured and ill animals.
- Provides direction and triage for incoming animals in need of medical attention.
- Maintains medical treatment records and reports in an accurate and timely manner and in accordance with HSPPR procedures. Updates records in the shelter database with information regarding the health status of each animal and appropriate follow-ups.

- Communicates on a daily basis with the shelter veterinarians regarding the status of animals in treatment. Brings concerns forward and triages priorities throughout the day by working with shelter staff.
- Reviews all sick slips by examining and medicating as needed, following medical protocols, and moving animals to appropriate isolation areas as indicated. Assists with processing new animals. Provides medical support for animals in foster care.
- Assists with Euthanasia as required.
- Performs in-house laboratory testing and radiographs. Calculates appropriate drug dosages and fluid rates for patient care.
- Cleans and disinfects kennels and health care areas as needed to ensure they are maintained in a sanitary and organized manner.
- Provides proper diets for hospitalized patients and charts everything related to medications, diet and eliminations.
- Cleans and disinfects parvo ward and provides all care and treatment for parvo patients.
- Works with and provides training as required for externs and volunteers.
- Perform other duties as assigned.

#### **Other**

- Commitment to the mission, values, goals and success of HSPPR.
  - Perform all other duties as assigned.
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#### **Supervisory Duties**

None

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#### **Schedule Requirements**

Schedule may include weekend and holiday work.

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#### **Education/Experience Necessary**

- Associate's degree in veterinary technology from an accredited institution. Must possess a current Veterinary Technician license.
  - Successful completion of a veterinary technician internship or one year prior experience in a full service veterinary hospital or animal shelter environment.
- 

**NOTE:** The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**Interested applicants should submit their application and resume to <https://jobs.hsppr.org/jobs>**

**EOE**

## JOB POSTING

**Job Title:** Adoptions Supervisor  
**Department:** COS Customer Service  
**Report To:** COS Customer Service Manager  
**Post Date:** December 19, 2021  
**Starting Pay Rate:** \$17.00/hour

### Job Summary

Assist all customers coming into the Humane Society in an efficient and professional manner by overseeing the work of the customer service adoptions staff. This is a Working Supervisor position. Work cohesively with all departments of the organization and oversee the daily functions of the customer service adoptions staff.

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### Key Duties and Responsibilities:

- Maintain a regular presence on the adoption floor to provide staff support, to ensure that staff members are in place, to ensure transactions are handled smoothly and efficiently, and to ensure that quality customer service is being delivered at all times.
- Routinely act as a regular Adoption Customer Service Representative.
- Maintain adequate knowledge of Admissions Customer Service Representative duties. Adoption Supervisor may be required to assist in Admissions when there are staff shortages in the department.
- Provide accurate information and friendly service to the public.
- Oversee workflow and foresee problematic transactions prior to the need for escalation and act accordingly.
- Keep the adoption customer service area clean, uncluttered, and stocked.
- Set up “direct to surgery” animals in the surgery center. Ensure that surgery animals are properly documented in Chameleon and scheduled.
- Assist Admissions department with lost and found and notify owner duties.
- Assist in maintaining the CS Adoptions training manual.
- Make supervisory level decisions regarding adoptions.
- Report customer relations issues that require escalation to the Customer Service Manager.
- Always remain calm and courteous to all customers, co-workers and animals.
- Document staff and customer complaints and provide feedback to the CS Manager.
- Handle complaints and/or concerns from customers with professionalism and good judgment. Involve CS Manager and/or Vice President when necessary.
- Conducts department staff meetings in the absence of the Customer Service Manager.
- Monitor workload in Adoption area as well as in Admissions area and work with Admissions Supervisor to adjust schedules and staffing levels to meet quality customer service standards and the needs of the department.

**Other:**

- Commitment to the mission, values, goals and success of HSPPR
  - Perform all other duties as assigned.
- 

**Supervisory Duties:**

- Be vigilant and able to handle internal and external conflict. Work with Customer Service Manager to resolve conflict and promote open communication between co-workers, management, and the public.
  - Solicit employee input and, if appropriate, implement decisions affecting their work and work place.
  - Provide feedback and coaching to CS staff regarding minor disciplinary actions and document and report the feedback to the CS Manager and the HR Manager.
  - Oversee training of new Representatives and provide feedback regarding status of training to the Customer Service Manager.
  - Oversee training of new Adoption volunteers (Customer Service Assistants, Dog and Cat Matchmakers, and Adoption Hosts) and provide feedback and status updates regarding volunteers to the Customer Service Manager and to the Volunteer Services Manager.
  - In conjunction with the Volunteer Services Manager, provide coaching and feedback to Adoption volunteers.
  - Oversee the CS cash close-out and reconcile receipt discrepancies to ensure financial transparency and ethics.
  - When needed, do “lock up” procedure in the evening to ensure all entrances are locked and kennel lights are turned off.
  - Assist the Customer Service Manager by providing feedback on policies and procedures that affect the CS department.
  - Assist the Customer Service Manager with payroll approval when needed.
  - Assist in hiring decisions by providing feedback and participating in the interview process.
  - Maintain staff and volunteer schedule.
  - In the absence of the Customer Service Manager, manage 1<sup>st</sup> report of injury reports.
  - Provide feedback to staff regarding activity levels, donation levels, email capture levels.
  - Provide input for, and assist Customer Service Manager with, staff performance evaluation reviews.
  - Participate in leadership and management meetings and committees as assigned.
  - Other duties as assigned.
- 

**Expectations:**

- **Communications** – Is visible to staff, communications with Vice-President and CEO on significant developments within the department. Attends necessary meetings. Communications pertinent information to staff, managers and directors and ensures that department supervisors are communicating effectively with line staff. Communicates and problem-solves with other department managers.
- **Organizational Development** – Ensures that policies and procedures are being followed. Develops new ideas with staff. Supports management and discusses differences privately.
- **Development** – Encourages the use of volunteers and the solicitation of monetary and in-kind donations whenever possible.
- **Fiscal Responsibility** – Works closely with management to ensure that the department operates within constraints of annual budget.

- **Staff Management** – Utilizes performance-based management when counseling and evaluating staff and sets measurable goals for employee growth. Submits evaluations on time and encourages continuing education for staff as it relates to the organization's needs. Recognizes good performance and counsels staff to correct problems.
  - **Availability** – is flexible with scheduling.
- 

**Volunteer:**

- Work cooperatively with all volunteers and recognize the talent and commitment they bring to HSPPR.
- 

**Safety:**

- Ensure a safe work environment; following all safety guidelines and modeling safe work practices.
  - Take immediate action to address any safety concerns and that could put a staff member, volunteer, client, animal, or the organization at risk.
- 

**Material and Equipment Directly Used:**

- Knowledge and ability of common computer software.
- 

**Working Conditions:**

Because of the fast-paced and variable environment of HSPPR's Customer Service Department, The Adoptions Supervisor must possess above-average stress coping skills and be able to relate to people of all ages and backgrounds. CS Supervisors are frequently exposed to patrons that may be confused, irrational, agitated and/or uncooperative. CS Supervisors are frequently exposed to animals in various stages of distress; mental, emotional and/or physical. CS Supervisors must be able to work accurately around frequent interruptions. Personnel in this role may face hazards from exposure to chemicals, infections and zoonotic diseases.

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

- Normal working conditions in a business office setting.
- Periodically drives a HSPPR vehicle to perform duties.
- Frequently lifts and/or moves up to 15 pounds and occasionally lifts items up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.
- Regularly required to use hands to handle or feel, reach with hands and arms.
- Specific duties of this position require the ability to talk and hear.
- Employees are frequently required to walk and sit. Employees may occasionally be required to stand, kneel, crouch or crawl.
- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, wild or aggressive animals and toxic or caustic chemicals. The noise level in the work environment is usually loud.

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**Schedule Requirements:**

- Required to work occasional evenings and weekends and be available as needed to meet the needs of the organization.

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**Education/Experience Necessary:**

- Degree in related field or completion of sufficient coursework to successfully perform the required duties of the position and equivalent of three (3) years paid full time progressively responsible related paid experience or any equivalent combination of education and paid experience working with animals in a kennel, shelter, or veterinary hospital.
- One year experience as staff supervisor required.
- Advanced training and/or instruction in the field of animal care preferred. Equivalent combination of education and/or experience may be considered.
- EBI (Euthanasia by Injection) certification required at time of hire or ability to obtain within 12 months of hire.

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**Required Skills:**

- Must be able to communicate effectively, both orally and in writing.
- Experience with Microsoft Office and Chameleon a plus.
- Possess the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers and/or co-workers.
- Ability to add and subtract.
- Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to manage problems involving several variables in standardized situations.
- Ability to apply critical thinking to a situation in an effort to apply the best possible solution/outcome.

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**Certificates, Licenses, Registrations:**

- Ability to obtain EBI (Euthanasia by Injection) certification within 12 months of hire
- CO Driver's license is highly desired.

**NOTE:** The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**Interested applicants should submit their application and resume to <http://jobs.hsppr.org/jobs>**

## JOB POSTING

**Job Title:** Animal Law Enforcement Officer – Level I  
**Department:** Animal Law Enforcement - COS  
**Report To:** ALE Sergeant  
**Post Date:** December 19, 2021  
**Starting Pay Rate:** ALE I - \$20/hour

### Job Summary

Actively pursues the knowledge and skills that will enable the employee to perform the duties and responsibilities of an Animal Law Enforcement Officer.

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### Key Duties and Responsibilities

- Sincere interest in the mission, vision, values, and goals of The Humane Society of the Pikes Peak Region (HSPPR) and Animal Law Enforcement Department.
- Complies with all Animal Law Enforcement (ALE) policies and procedures and training guidelines.
- Communicates clearly and professionally in person, over telephone and over radio.
- Responds to calls for service regarding public safety, health, and welfare of animals.
- Performs direct animal handling in a humane manner such as capture, loading, unloading, vaccination, kenneling, etc.
- Investigates reports of animal ordinance violations and takes appropriate action to resolve violations and/or human/animal conflict.
- Assists citizens with interpretation and understanding of animal ordinances, department procedures, and responsible animal ownership.
- Issues warnings for violations of animal ordinances.
- Testifies in court cases relating to animal control ordinance violations.
- Maintains accurate logs and data entry of reports and associated documentation of daily activity.
- Responds to requests for assistance from other jurisdictions and departments as assigned.
- Patrols jurisdictions, initiates contact with citizens and animals to ensure compliance with animal care and control ordinances and the humane treatment of animals.
- Operates Animal Law Enforcement vehicles in a safe and prudent manner to respond to calls for service and random patrols for in violation of animal control ordinances.
- Performs administrative duties (dispatcher, call taker, data entry, and licensing technician) as assigned.
- Represents Animal Law Enforcement and the contracted jurisdictions in a professional and courteous manner at all times.
- Stays abreast of current industry trends, changes in ordinances, and policy and procedures.
- Keeps Animal Law Enforcement Leadership informed of progress and potential conflicts within the community.
- Acts as a role model for other HSPPR employees, citizens, and customers.

- Promptly reports violations of policy and procedure and/or conduct unbecoming to Animal Law Enforcement Leadership.
- Appropriately documents observed animal behaviors utilizing objective language as required in relevant procedures and/or policies.
- Maintains a positive and professional attitude at all times.
- Resolves conflict while promoting HSPPR mission and vision.
- Promotes HSPPR programs, services, and development.
- Other duties and tasks as assigned by the Department and/or Divisional Leadership.

#### **Other**

- Commitment to the mission, values, goals and success of HSPPR
- Perform all other duties as assigned.

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### **Supervisory Duties**

None

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### **Schedule Requirements**

- Will be required to work weekends, nights and holidays.
- Will be required to work on-call, assisting staff or customers in person or verbally over telephone.

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### **Education/Experience/Qualifications Necessary**

- Must be a U.S. Citizen.
- At least 21 years of age.
- High school diploma or GED.
- Valid Colorado Driver's License and insurable driving record.
- Bi-lingual (English/Spanish) highly desired
- Have no convictions for felonies or crimes of moral turpitude.
- Eligibility for commission as an Agent for the Colorado Department of Agriculture, Bureau of Animal Protection.
- Pass a drug test, basic physical fitness test, hearing and eye exam (specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception).
- Pass various qualifying exams and background investigations.

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**NOTE:** The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**Interested applicants should submit their application and resume to** <https://jobs.hsppr.org/jobs>

**Closes 5pm on Wednesday January 19, 2022**

**EOE**



## JOB POSTING

**Job Title:** Call Center Administrative Support Specialist  
**Department:** Animal Law Enforcement/CS Call Center  
**Report To:** Call Center Manager  
**Post Date:** 12/19/2021  
**Starting Pay Rate:** \$16.00/hour

### Job Summary

Assist all Humane Society customers in an efficient and professional manner, primarily those requiring assistance by phone. The Call Center Administrative Support Specialist will answer incoming calls for both the Colorado Springs shelter and the Pueblo Shelter. They will answer questions for the public when possible and transfer calls to the appropriate department or individual when necessary. The Call Center Administrative Support Specialist will work cohesively with all departments of the organization.

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### Key Duties and Responsibilities:

- Provides accurate and timely information to HSPPR customers by phone. Will be responsible for incoming and outbound calls in this capacity.
- Live answer internal and external calls. Respond to any calls that go to voicemail within 2 hours.
- Provides accurate and timely information to HSPPR customers in person when needed.
- Maintains an up-to-date knowledge of Adoption and Admissions Customer Service Representative procedures at both the Colorado Springs and Pueblo locations.
- Assists HSPPR customers with interpretation and understanding of general operating procedures and continually promotes responsible pet ownership.
- Maintains current knowledge of HSPPR general operating procedures so that incoming calls are resolved by the Call Center Administrative Support Representative whenever possible.
- When unable to resolve incoming inquiries, transfers to the appropriate person/department.
- Understands and promotes Humane Society programs, services and development.
- Obtains and carefully documents all essential information in animal and/or person records for review by other departments when needed.
- Communicates clearly and concisely.
- Remains calm and courteous to all customers, co-workers and animals.
- Handle complaints or customer concerns with professionalism and good judgment. Involve Call Center Administrative Support Team Lead or Call Center Manager when necessary.
- Communicates all issues to the Call Center Administrative Support Team Leader or Call Center Manager.
- Anticipate difficult situations before they arise and deal with them accordingly.
- Act as a role model for the department
- Keep Call Center and Dispatch areas, clean, clutter free and stocked.
- Assists Customer Service Department with lost and found, notify owner, sick/injured list, and due out report duties as assigned.

- Provide appropriate and constructive feedback to other Call Center Administrative Support Specialists on a peer-to-peer level.
- Assist community partners (veterinarians, ER clinics, crematory) with animal receiving and/or disposition issues as needed.
- Assist with training new Call Center volunteers. Provide Call Center Administrative Support Team Lead, Call Center Manager, and Volunteer Services Manager with volunteer progress reports and updates as needed. Be willing to provide volunteers with appropriate and constructive feedback if required.
- Maintain professionalism (attendance, punctuality, dress, actions, and speech) in all internal and external interactions.
- Provide compassionate care and services for customers in various emotional states. Provide grief counseling resources as needed.

#### **Other**

- Commitment to the mission, values, goals and success of HSPPR
- Perform all other duties as assigned.

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### **Supervisory Duties**

None

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### **Education/Experience Necessary**

- Six months of customer service experience and high level of proficiency and accuracy utilizing Chameleon software and in department policy and procedure is preferred.

#### **Required Skills:**

- Must be able to communicate effectively, both orally and in writing.
- Experience with Microsoft Office and Chameleon a plus.
- Possess the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers and/or co-workers.
- Ability to add and subtract.
- Ability to apply common sense and understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to manage problems involving several variables in standardized situations.
- Ability to apply critical thinking to a situation in an effort to apply the best possible solution/outcome.
- Must be self-motivated, intuitive, and have excellent time management skills.

---

**NOTE:** The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

**Interested applicants should submit their application and resume to <https://jobs.hsppr.org/jobs>**

**EOE**

## JOB POSTING

**Job Title:** Community Wellness & Shelter Veterinarian  
**Department:** Veterinary Services  
**Report To:** Director of Veterinary Services  
**Post Date:** December 19, 2021  
**Starting Pay Rate:** \$88,000-\$95,000/annually DOE

### Job Summary

Responsible for ensuring high veterinary medical standards and quality of service in the Shelter and Community Wellness Program. The Community Wellness Program will offer two days of wellness services in Colorado Springs and two days in Pueblo for pet owners in financial need. Services will encompass spay/neuter, vaccinations, wellness and sick appointments to bridge the gap that currently exists for access to veterinary care for low income clients. The Community Wellness and Shelter Veterinarian will be scheduled for two days per week in the wellness clinic, and two days per week in the shelter at either location. In the shelter, veterinarians are responsible for medical care, surgical procedures to include sterilization of dogs, cats and rabbits, dentals, amputations, mass removals, eye surgeries and other medical procedures as needed in a high volume setting for shelter animals.

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### Key Duties and Responsibilities

#### Veterinary Medical Care

- Adhere to veterinary care protocols for shelter and public animals at the HSPPR Colorado Springs and Pueblo locations.
- Ensures sound veterinary medical practices and oversees veterinary medical care related to shelter and public patients.
- Sets standards and performs spay/neuter and other surgical procedures for shelter animals.
- Performs spay/neuter for owned animals through the donor subsidized spay/neuter program.
- Set standards and performs medical care for shelter and surgery related post adoption patients.
- Responsible for compliance with all laws pertaining to controlled drugs.
- Responsible for assessing animal health.
- Forensic examination of animal abuse and neglect cases and necropsy related to Animal Law Enforcement cases. Testifying in court may be required in some cases.
- Responsible for enhancing professional knowledge and skills.
- Participates in daily medical rounds.

#### Staff Development

- Responsible for staff development through teaching, mentoring and training.

- Keep staff informed on latest relevant medical techniques and information and encourage stimulating interchange of medical knowledge.
- Mentor and train veterinary intern.

### **Client Services**

- Works directly with clients through the Community Wellness Program, providing excellent client education and patient care.
- Investigates and responds to medical concerns and complaints internally and externally and reporting results.
- Represents HSPPR in professional and confident manner.
- Treats everyone with respect and contributes to teamwork.

### **Communication**

- Ensures any decisions, policies or procedures are effectively communicated to the appropriate staff and department.
- Maintains effective communication with staff through daily contact, in scheduled meetings, daily medical rounds, informally or in writing, as needed to coordinate and direct medical functions in the shelter and Surgery Center.
- Able to lead by example and facilitate good working relationships through teamwork and collaboration. Projects a calm, professional demeanor and positive attitude.

### **Other**

- Commitment to the mission, values, goals and success of HSPPR
- Performs all other duties as assigned.

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### **Supervisory Duties**

None

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### **Education/Experience Necessary**

- Graduated from an accredited veterinary medical college – DVM or equivalent.
  - Licensed to practice in the State of Colorado.
  - Minimum 1 year of experience in veterinary medicine.
  - Experience in high volume spay/neuter clinic and/or post graduate surgical training.
  - Demonstrated aptitude in clinical medicine and surgery.
  - Experience in animal welfare and shelter operations a plus.
  - Demonstrated success in working with a diverse team of professionals, skilled in managing varied relationships and successful at facilitating collaboration and cooperation.
  - Outstanding written and verbal communication skills.
  - Communicating effectively, verbally and in writing, in a diverse range of audiences and settings.
  - Excellent communication skills including give/receive feedback.
  - Working the hours necessary to accomplish targeted responsibilities.
  - Practices excellent quality medicine and upholds the veterinary code of ethics.
-

**NOTE:** *The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.*

**Interested applicants should submit their application and resume to <http://jobs.hsppr.org/jobs>**

**EOE**

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When you intern for Noblis, you will do real work on projects where you can learn, contribute, and see what it's like to be a working professional in your field. You will be an integral part of our team from day one. You'll also participate in group collaboration activities that allow you to meet other interns and form new connections. You'll attend weekly seminars and networking events designed to prepare you for life after school. You'll always be learning.



### Invest in Your Future

Your summer at Noblis will be challenging, educational, hands on, and memorable. You will leave prepared for life after school—as a leader, problem-solver, and critical thinker with real-world experience. And if you love it at Noblis, you may not have to leave us. A significant percentage of our interns become full-time employees.



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Go here: <https://www.myronstratton.org/about-us/employment/>

We routinely accept inquiries for the following full or part-time positions:

- Certified Nurse's Assistants for Our Spry Assisted Living Residents (No HILTS)
- QMAPS
- Hospitality Aides
- Dining Service Aides
- Dining Service Cooks (No one works past 6PM in the kitchen!)
- Housekeepers
- Maintenance/Grounds (Like tractors?)





You may submit your application in one of four ways. You may include a resume if you chose.

1. Download the application and fax to 719-579-0447.
2. Download the application and mail to: The Myron Stratton Home, 555 Gold Pass Heights, Colorado Springs, CO 80906.
3. Apply in person Monday-Friday 8:30am to 4pm at 555 Gold Pass Heights, Colorado Springs, CO 80906
4. Email [cgardnersmith@myron.org](mailto:cgardnersmith@myron.org) with your completed application. Call or text CGS with any questions you may have. Let's talk! 719-661-0586. (Direct cell phone line)

Follow this link: <https://www.myronstratton.org/about-us/employment/>



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**P: 719-627-5530** | **E: kelli.klitzke@nm.com**





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## **STEM Instructor, STARBASE Peterson (Full-time, Contract)**

Science, Technology, Engineering, and Math (STEM) is the future!

STARBASE Peterson is seeking enthusiastic and dedicated instructors to work in a team-teaching environment with an assistant instructor. Come have fun working with students in 3-D Computer Aided Design, chemistry & physics, engineering, energy, technology, and integrated math in a hands-on, problem solving, and dynamic curriculum.

### Responsibilities:

Team teach with assistant instructor

Prepare classroom materials

Organize classroom set up and break down for daily lessons

Maintain classroom and program environment

Assist with information technology (IT) updates and operation on classroom laptops

### Requirements:

Must pass the security and background checks for working on a DoD facility

COVID-19 fully vaccinated

Bachelor's Degree in STEM field or education

Teacher's license or ability to obtain within a year

Interest in math or science education

Excellent interpersonal and communication skills

### Preferred:

At least 3 years of experience with elementary education

Work Schedule: Year-Round, Federal Holidays off, School year break days off

Hours: Monday to Friday, 8am to 4pm with a non-duty-free lunch (students on site)

Pay: Salary \$42,000.00 – \$46,000.00 based on level of education, credentials, years of experience.

Benefits: 401(k) matching, Dental insurance, Health insurance, Vision insurance

COVID-19 considerations: PPE is provided (masks and hand sanitizer), regular building cleaning throughout the day. Social distancing when required.

**Application Process: Apply on Indeed.com.** Please submit a cover letter, resume, three work references, and copy of high school diploma or academic degree.

## **STARBASE Peterson - Part-Time Assistant Instructor (Part-time, Contract)**

Science, Technology, Engineering, and Math (STEM) is the future!

STARBASE Peterson is seeking enthusiastic and dedicated instructors to work in a team-teaching environment with a lead instructor. Come have fun working with students in 3-D Computer Aided Design, chemistry & physics, engineering, energy, technology, and integrated math in a hands-on, problem solving, and dynamic curriculum.

### Requirements:

Must pass the security and background checks for working on a DoD facility

COVID-19 fully vaccinated

18 yrs of age or older

High school diploma

Ability to work with children

Excellent interpersonal and communication skills

### Preferred:

3 years' experience with elementary age students

The equivalent of two years (48 semester hours) full-time education at an institution of higher education, Associate Degree, or CDA (Child Development Associate Credential).

Interest in math or science education

Work schedule: Year-Round, Federal Holidays off, school year break days off

Hours: 5 hours a day, 9am to 2pm

Salary range: \$18,700.00-19,800.00

**Application process:** **Apply on Indeed.com** Please submit a cover letter, resume, three work references, and copy of high school diploma or academic degree.



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<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=44592&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### Resource Navigator:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=44219&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### Respite Programs Assistant:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=43633&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### Case Aide:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=42993&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094>

#### Developmental Interventionist III:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=42854&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094>

#### Intake Coordinator:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=41675&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### PAR Coordinator:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=41956&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### Enrollment Coordinator:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=40624&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### Multi-Region Service Coordinator:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39702&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B&jpt=89940d48e67fe4907af2815842946094>

#### Early Intervention, Occupational Therapist:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=39082&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>

#### Early Childhood Mental Health Regional Consultant:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=42083&clientkey=AF5A6AEFFF3CC17B0A5738316D0C1C4B>



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[Operating Room Nursing Assist.](#)

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[Medical Supply Tech. \(CMS\)](#)

Closes: 12/29/21

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Closes: 12/29/21

[Motor Vehicle Operator](#)

Closes: 12/29/21

[Psychiatric Practical Nurse](#)

Closes: 12/29/21

[Nurse \(Clinical/OBG\)](#)

Closes: 12/30/21

[Laborer \(Special Events\)](#)

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[Contract Specialist](#)

Closes: 12/30/21

[Lead Child & Youth Prog. Assist.](#)

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[Lead Health Technician](#)

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[Food & Beverage Attendant](#)

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