



VOLUNTEER FIRE DEPARTMENT

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Post Office Box 7187 Crescent Branch • Golden, Colorado 80403  
(303) 642-3121

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December 19, 2015

The Coal Creek Canyon Fire Protection District is interviewing applicants for the position of Administrative Assistant.

- Independent contractor (preferred)
- Work from home
- 20-35 hours per week
- Flexible schedule
- \$20 per hour

Applicants should be professional, highly organized and detail oriented, with reasonable computer skills. Experience in human resources is preferred. Applicants must have access to a reliable, registered and insured vehicle. Applicants will be subject to a background check before being hired and periodically during contract term. Priority will be given to applicants residing within the District.

Overview of the position:

- Input incident and training records for internal, state and federal reporting and certifications
- Liaison with Colorado Division of Fire Prevention and Control, St. Anthony Pre-Hospital, and District healthcare provider
- Maintain personnel records
- Prepare purchase orders and work orders
- Office duties including collecting and distributing mail, directing phone calls and e-mail, and publishing the internal monthly newsletter
- Incident command support during a major incident

Interested persons should send a letter of interest and a resume to [admin@coalcreekcanyonfd.org](mailto:admin@coalcreekcanyonfd.org).