



**ESTES VALLEY FIRE PROTECTION DISTRICT**  
**PREVENT PREPARE PERFORM**

**ADMINISTRATIVE ASSISTANT (PART TIME)**  
**JOB ANNOUNCEMENT**

The Estes Valley Fire Protection District – located adjacent to Rocky Mountain National Park, is seeking a candidate with exceptional interpersonal and organizational skills to join our growing department. The Estes Valley has been protected since 1907 by a dedicated group of volunteers, supported by career staff since 2010.

The Estes Valley Fire Protection District provides an all-hazards response for fire suppression, rescue, EMS, prevention, and public safety education. The District is a combination department comprised of seven (7) full time (two suppression, three prevention, two administrative) and 40 volunteer firefighters. The district serves approximately 12,000 residents in the winter and upwards of 80,000 in the summer in an area that encompasses nearly 70 square miles. The District has two stations and an annual budget of \$2.2 million.

The successful candidate will assist in a mix of secretarial, clerical, human resource, financial, and other administrative duties. The successful candidate will be required to handle responsibilities of a confidential nature and exercise independent judgement within agreed upon limits. The Administrative Assistant will work under the direction of the Chief of Staff and support all Divisions of the District.

This position will be part time, with a maximum of 20 hours per week within the normal work week. Exact schedule will be determined at time of hire.

Starting compensation for this position will be between \$16.83 and \$20.00 per hour and is negotiable within range based upon experience and skills. The position does not include insurance but does include retirement, vacation and sick leave on a pro-rated basis and is covered by workers compensation.

Apply with application, cover letter, and resume, by 08:00 MST on Monday, March 21, 2022 to:

Erika Goetz, Chief of Staff  
Estes Valley Fire Protection District  
[info@estesvalleyfire.org](mailto:info@estesvalleyfire.org) (paper copies not accepted)

*The Estes Valley Fire Protection District is an equal opportunity Employer.*

*Serving the Residents and Visitors of the Estes Valley with Superior Fire and Safety Services*

**901 N. SAINT VRAIN AVE. ESTES PARK CO 80517 970-577-0900 FAX 970-577-0923**