



Wiggins Volunteer Fire Department Wiggins, Colorado

Goodrich Station
24150 2nd Street
Orchard, CO 80649
970-645-1000

Wiggins Station
701 Central Avenue
Wiggins, CO 80654
970-483-6666

Hoyt Station
4929 MCR 5
Wiggins, CO 80654
970-483-5555

Job description: Administrative Assistant - (Part time - On-Site)

Schedule: Up to 20 hours per week.

Duration: 3 months with possibility of extension

Pay: \$30/hour (no benefits)

The Wiggins Rural Fire Protection District is seeking a reliable and detail-oriented Administrative Assistant to support our team. This role plays an important part in helping our department operate efficiently and serve the community effectively.

What You'll Do

- Enter and maintain call reports using ESO software
- Assist with community events and public requests
- Compiles and organize data for reports and department needs
- Provide general administrative support to the team

What We're Looking For

- High School diploma or GED required
- At least 2 years of administrative or related experience
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong organizational skills and attention to detail

Preferred (but not required)

- Experience with fire service operations
- Familiarity with ESO software

Why Join us?

- Contribute to a mission-driven organization that serves your local community
- Flexible part-time schedule
- Collaborative and supportive team environment

How to Apply

Please send your resume and references to: Firechief@wigginstel.com by Wednesday April 22nd 5:00pm MST