



# 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@wiginstel.com](mailto:Firechief@wiginstel.com) by Sunday April 26th 5:00pm MST