

## Looking for a Challenge?

Grand Fire and Grand Lake Fire are looking for a joint Administrative Assistant to join our team, work with our staff and help run the administrative side of the organization.

## Great Benefits

Salary range is \$43,680-54,995 annually DOE, with an opportunity for advancement. Benefits include FPPA pension, 457 retirement plan with up to 8% match, medical/dental/vision, group term life, accident/sickness, and disability. We highly value continuing education and professional development.

## Come join our team!

We are looking for an energetic team member who enjoys a busy work environment, working with great co-workers, assisting the public, and supporting both agencies into the future.

If interested, submit a cover letter, application and resume to [grandfire@grandfire.org](mailto:grandfire@grandfire.org) no later than April 20, 2026

# Join Grand Fire & Grand Lake Fire's Joint Admin Team!

