



OFFICE SPECIALIST

SOCIAL MEDIA COORDINATOR

\$50,000 - \$55,000

Spokane County Fire District 8 is recruiting.....

The Office Specialist-Social Media Coordinator is responsible to receive and provide directions for the public, assist in the maintenance and relevance of the District website and social media accounts, assist in the accounts payable function, and provide support for the administrative staff of Fire District 8. This position reports to the Finance Manager-Executive Assistant on a day to day basis for the purpose of processing and maintaining budgetary, payroll, and confidential District records. This is an FLSA overtime eligible position.

Benefits

- Washington State PERS Retirement
- District pays 100% Medical of the premiums for employee and dependents.
- District pays 100 % Dental and Vision premiums for employee and dependents.
- Paid vacation and sick leave.

Benefits

- District provided VEBA up to \$1,200 annually.
- Twelve (12) compensated holidays.
- Matching deferred compensation by the District.

How to Apply

Submit a completed Fire District 8 application and resume to:

Human Resources Department
HR@scfd8.org

Application Materials due no later than 5:00 p.m. on March 20, 2024

Visit www.scfd8.org for more information