



SPOKANE COUNTY FIRE DISTRICT 8

12100 E Palouse Highway, PO Box 345, Valleyford, WA 99036

www.scfd8.org

Office Specialist/Social Media Coordinator

Spokane County Fire District 8 is now accepting applications for the position of Office Specialist/Social Media Coordinator. The application period is December 22, 2025 through January 19, 2026. Panel Interviews tentatively scheduled for February 3-5, 2026. The estimated start date for this position is March 2, 2026.

Please submit all application materials in one email to: HR@scfd8.org

Position Summary:

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.

Position Schedule: 32 hours per week. Monday – Thursday 7:30a.m.-4:00p.m.

Minimum qualifications:

1. Must possess two (2) years of experience providing clerical, administrative, or front office support in a steady paced environment, or comparable education.
2. Must possess one (1) year of experience in accounts payable, accounts receivable, or other financial support.
3. Working knowledge of social media posting and simple content development or the desire to obtain these skills.
4. Must possess well-developed communication skills sufficient to develop and maintain productive working relationships with others.



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5. Must be willing to accept directions from full-time personnel and work cooperatively with them in carrying out the Mission of the District.
6. Must possess oral and written skills sufficient to understand technical instructions, and must be capable of independently preparing documents and forms.
7. Must be proficient in English grammar, spelling, punctuation and other required administrative skills, and must exercise judgment in the application of assigned tasks.
8. Must possess computer skills required to manage area of responsibility.
9. Must demonstrate the ability to work well under pressure and function effectively during periods of extreme stress.
10. Must be capable of efficiently operating District office equipment and assigned computer hardware and software.
11. Must be able to work thirty-two (32) hours per week as scheduled by the Finance Manager-Executive Assistant.
12. Valid Driver's License
13. High School Diploma or GED

Compensations and Benefits:

- Salary: \$25.00-\$27.00 Hourly
- Medical Dental Orthodontia- premium fully covered for employee, spouse and all dependents- PPO100 plan
- DCP -Match up to 2.5% Annual Salary
- VEBA up to \$1,312.50 annually
- PERS II Retirement
- Disability Insurance
- Sick leave – 6 hours accrual monthly
- Vacation Leave – 5 hours accrual monthly
- 11 Paid Holidays
- 1 Personal Day per year



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Application Process:

1. Employment Application
2. Resume- At least last three previous employers to include 5 years employment history
3. Cover Letter
4. References- 3 professional (will not contact until notifying applicant)

Hiring Process:

1. Phone interview
2. Panel interview
3. Fire Chief interview
4. Background and reference check