The Corporation of the Township of Otonabee South-Monaghan
Requires a
Fire Administration / Public Education / Fire Prevention Assistant

The Township of Otonabee South-Monaghan has an immediate opening for a "**Fire Administration / Public Education / Fire Prevention Assistant"**, position on a full-time basis 35 hours/week – Monday to Friday – 8:30am to 4:30pm.

Position Overview:

The Administrative Assistant provides high level comprehensive office management support for the Fire Department including administration, financial management and record keeping related to emergency response, training, fire prevention and public education activities and events. The Administrative Assistant is the primary public contact for the department, responding to general information requests and coordinating department activities. This role requires excellent organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously.

The successful candidate will possess a minimum of two (2) years of experience. Experience within a government or public safety environment is preferred. The successful candidate will have strong communication (written, oral, and interpersonal), ability to work independently and prioritize own work while identifying new initiatives and opportunities to improve effectiveness. The individual will be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and social media platforms including Canva, Instagram, Facebook and Twitter. In addition, experience using Fire Pro, GIS, and VOIP will be an asset. The successful candidate will also be extremely well organized with the ability to effectively manage multiple initiatives and projects at one time.

The full job description is available on the Township website at **www.osmtownship.ca/jobs** , salary range is $57,852 - $68,871. Qualified applicants are invited to submit a detailed resume, outlining qualifications, and related experience by email with "**Application for Fire Administration / Public Education / Fire Prevention Assistant"**" in the subject line **no later than 2:00 pm on Thursday, November 20, 2025 to the attention of Human Resources by email at hr@osmtownship.ca.**

We thank all applicants who apply for this position but advise that only those applicants selected for an interview will be contacted. In accordance with the Municipal Freedom of Information & Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 as amended and will be used for purpose of candidate selection. The successful candidate will be required to provide a clean criminal records check prior to acceptance of any written acceptance of a job offer. The Township of Otonabee South - Monaghan is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. The Township of Otonabee South - Monaghan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. If contacted for an employment opportunity, please advise if you require accommodation.