We are hiring!

Scio Fire District and Jefferson Fire District are seeking a motivated, innovative, and highly organized individual to serve as a Recruitment and Retention Coordinator. This full-time, grant-funded position offers an opportunity to make a meaningful impact by strengthening volunteer recruitment, supporting firefighter development, and improving volunteer retention in both communities.

The position is 40 hours per week, with grant funding secured through December 2030. The coordinator will divide their time between the two fire districts.

What We're Looking For

We are seeking an energetic, self-motivated professional who is passionate about the fire service and understands the importance of building and maintaining a strong volunteer workforce.

The ideal candidate will bring experience in marketing, public speaking, and firefighting, along with strong organizational, communication, and computer skills. We value individuals who are creative, willing to explore new approaches, and confident in developing and implementing fresh ideas. A positive attitude, strong initiative, and the ability to work independently are essential.

Required Qualifications

• NFPA Firefighter I certification

• NFPA Apparatus Driver certification (within six months of hire)

• NFPA Fire Apparatus Operator – Pump certification (within six months of hire)

• NFPA Hazardous Materials Awareness and Operations certifications

• NIMS certifications: IS-100, IS-200, IS-700, and IS-800

• Wildland Firefighter Type 2 certification

• Current CPR certification

• Valid driver's license

• High school diploma or equivalent

• Excellent interpersonal and communication skills

• Proficiency in computer applications, including Microsoft Office and social media platforms

• Ability to communicate ideas clearly and concisely in English, both verbally and in writing, to individuals and groups

• Ability to work a flexible schedule, including occasional evenings and weekends

Compensation & Benefits

This is a full-time position with a competitive benefits package, including:

• Starting salary: $46,000 annually

• Performance increases: $2,000 annual increases for above-satisfactory performance

• Medical, dental, and vision insurance

• Paid sick leave

• 10 paid holidays annually

• 10 vacation days annually

• Oregon Public Employees Retirement System (PERS)

• Accidental Death & Dismemberment (AD&D) coverage

Application & Selection Process

Applications will be accepted through 5:00 p.m. on November 27, 2026.

Qualified candidates will be contacted to schedule an interview. Interviews are anticipated to take place during the first and second weeks of December, with an expected employment start date of January 1, 2027.

For additional information, contact:

Scio Fire Chief Kyle White

Phone: (503) 394-3000

Email: chief@sciofire.org

Jefferson Fire Chief Levi Eckhart

Phone: (541) 327-2822

Email: chief@jeffersonfire.org

A complete job description is available on our website.

Applications are available on either district's website:

- Scio Fire District: **www.sciofire.org**
- Jefferson Fire District: **www.jeffersonfire.org**

Join our team and help build the next generation of volunteer firefighters serving our communities.