



Orland Fire Protection District

Job Posting

Board of Trustee College Summer Administrative Position – Orland Fire Protection District, Orland Park IL

The Orland Fire Protection District (OFPD) is accepting resumes for a College Summer Administrative position in Orland Park, IL.

This position will provide professional administrative support to the Office of the Fire Chief and other personnel, as assigned. Assists the Fire Chief, Battalion Chiefs, Finance Director and Fire Prevention Supervisor with various projects. Enter data into records management software. Drafts and prepares various correspondences.

Position Requirements: Coursework in public administration or governmental administration or an equivalent combination of education, training and/or experience. Experience in various types of computer software including, but not limited to, Word, Excel, PowerPoint and Access. Good oral and written communication skills and the ability to work well with others.

This position will work a 40 hour week at a rate of \$9.25 hourly. The candidate must be currently enrolled in a college program.

To apply, submit your resumes/applications by May 5, 2008 to:

Orland Fire Protection District
Attn.: Human Resources Director
9788 West 151st Street
Orland Park, IL 60462

Equal Opportunity Employer