



Longwood Fire Company

1001 E. Baltimore Pike, Kennett Square, Pa. 19348

A.J. McCarthy, Fire Chief

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August 31, 2021

Employment Opportunity: **Executive Assistant to the Fire Chief**

Longwood Fire Company is hiring one full-time Executive Assistant to aid with our expanding operations.

The Executive Assistant to the Fire Chief will perform administrative work of a complex nature for the Fire Chief; also responsible for general office functions; record keeping and the administrative functioning of the Business office. Duties include but are not limited to coordinating the functions of the Chief's office, assisting with functions in Company finances, engaging in comprehensive strategic planning, and aiding in the efficiency and effectiveness of operations. Preference will be given to applicants with a relevant college degree and who are trained Fire and Emergency Medical responders.

The Executive Assistant is a 40 hour per week, salary exempt position. Longwood Fire Company offers a competitive salary and full benefits package.

Interested applicants should review the job description at www.longwoodfireco.com and email their resume and a cover letter to [hiring@longwoodfireco.com](mailto: hiring@longwoodfireco.com). Applications will be accepted until the position is filled.