



Preservation, perpetuation, and protection of the forest and forest lands of Idaho

Southern Idaho Timber Protective Association, Inc.

555 Deinhard Lane
McCall, Idaho
83638

If you have questions, please contact Shannon Henggeler at:
(208) 634-2268

EMAIL:
shenggeler@sitpa.idaho.gov

ABOUT US:

Established in 1904, the Southern Idaho Timber Protective Association (SITPA) is one of Idaho's two remaining private, non-profit timber protective associations. SITPA cooperatively prevents, detects, and suppresses wildfires on 500,000 acres of private, state, and federal forest lands in West Central Idaho.

We provide Wildland Fire Suppression within our fire district that includes areas in Smiths Ferry, Cascade, Donnelly, Lake Fork, McCall, and New Meadows.

Job Opportunity

Office Assistant, Part-time
24 hours per week

Salary Range: \$18.00 - \$20.00 per hour (DOE)

Location: McCall, Idaho

Applications are being accepted through, 5:00 pm, Friday, May 20th, 2022.

General Information:

- Year-around, Part-time, 24 hours per week, includes benefits (medical, dental, vision coverage and PERSI retirement). Scheduled workdays are Mondays, Thursdays, and Fridays. 8am to 5pm, one-hour lunch break.
- Applications will be reviewed, and applicants interviewed with the intent to fill vacant position prior to June 20th, 2022.
- Non-Exempt position
- Must have a valid driver's license, an acceptable driving record, and a determination of insurability by our motor vehicle insurance provider.

Skills & Abilities:

Ability to provide friendly, professional customer service is a key part of this position. Knowledge of computer operation, including Microsoft Office, Outlook, Word & Excel. Knowledge of office practices, composition, filing systems. Attention to detail and accuracy is required. Ability to read and interpret routine rules, regulations, policies, and manuals. Must be able to communicate effectively, follow oral and written instructions. With on-the-job training must be able to read maps, understand legal descriptions and GPS coordinates.

How to apply:

Please request an Application from the McCall office or apply online at our website www.sitpa.org. If mailing application please mail or drop off at our McCall office located at 555 Deinhard Lane, McCall, ID 83638, Attn: Shannon Henggeler, Executive Administrator.

Thank you for your interest in employment with the Southern Idaho Timber Protective Association!

Hiring is done without regard to race, color, religion, national origin, sex, age or disability.

Southern Idaho Timber Protective Association, Inc. is a Drug & Alcohol-Free Workplace.