

Job Title: Part-Time Fire Department Assistant
Department: Fire Department
Hours: 5–10 hours per week (flexible scheduling)

Position Summary:

The Part-Time Fire Department Assistant supports the administrative functions of the Fire Department. This role is responsible for maintaining accurate records, assisting with internal communication systems, and ensuring timely submission of required reports. The ideal candidate is detail-oriented, dependable, and comfortable working independently with periodic oversight.

Key Responsibilities:

- Track and record firefighter hours for the Incentive Program; coordinate associated payments on a quarterly or semiannual basis.
- Assist with emergency response reporting and data entry.
- Maintain and update information in “I Am Responding” or other department alert/communication platforms.
- Compile and submit LOSAP (Length of Service Award Program) reports.
- Provide administrative support to the Fire Chief, including clerical tasks and document preparation.
- Assist with procurement activities as needed.
- Perform other duties as assigned to support departmental needs.

Qualifications:

- Prior experience in administrative or clerical work preferred.
- Basic computer proficiency, including Excel and email communication.
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality and handle sensitive information.

Interested candidates are encouraged to submit a resume, and professional references to Ryan Michelson, Borough Administrator, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747, or e-mail: ryan.michelson@matawanborough.com. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.