



FIRE & POLICE PENSION ASSOCIATION OF COLORADO

### ***About FPPA***

The Fire and Police Pension Association was created by legislative mandate in the 1980's. Our leadership team guides us in fulfilling our mission, vision and values while achieving our strategic objectives. We administer a statewide multiple employer public employee retirement system providing defined benefit plan coverage as well as death and disability coverage for sheriffs, police officers and firefighters throughout the State of Colorado. We are a small association of about 60 staff located in Greenwood Village. We work hard and have a culture that supports staff to establish a well-balanced relationship between their personal needs and work commitments.

### ***Position Summary***

Your primary responsibilities will be coordinating the day-to-day administrative needs for our Field Education and Employer Outreach team. You will partner with our internal teams, employers, members and external vendors to deliver an exceptional customer experience. This position requires a dependable individual who enjoys the complexities of working with different personalities and has excellent administrative, organizational, and communication skills. The person in this position must have a confident personality and be proactive and persistent in their efforts to move individual and team efforts along.

This position is 40 hours per week but not always within the normal 8AM – 5PM type of work week as FPPA member trainings happen according to their schedules which include early morning and late night presentations.

### ***Required Qualifications Summary***

To be successful in this position you will need to have a minimum of 3 years professional work experience. We are looking for a team player who can demonstrate excellence in communication and presentation, organization, customer service and problem solving. You must be proficient with MS Outlook, Word, Excel and PowerPoint.

### ***Additional Qualifications***

If offered this position we do conduct a full background check and drug test.

### ***Salary and Benefits***

The salary range for this position is \$35K - \$50K depending upon experience. Includes group medical, dental, vision, 401K, 457, defined benefit through Colorado PERA, life insurance and long-term disability.

### ***How do you apply?***

Please send your resume and cover letter to Human Resources, [humanresources@fppaco.org](mailto:humanresources@fppaco.org).