

Executive Assistant

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 police officers and firefighters throughout the State of Colorado. We are a small association of only 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

We are looking for an Executive Assistant to provide senior level administrative assistance to the Executive Director, Executive Team and the Board of Directors. Protects confidentiality of all materials and information handled. Exercises discretion and independent judgment while performing key job responsibilities.

Required Qualifications Summary

To be successful in this position you will need to have a minimum of 5 years professional experience as an administrative assistant and a minimum of 2 years supporting executive leadership. We are looking for a team player who can demonstrate excellence in communication, organization, proof reading and problem solving. We are looking for someone who is smart, curious, committed to our mission, passionate, fun and an achiever with a sense of urgency and a desire to serve and support. We also need

FPPAco.org
7979 East Tufts Avenue
Suite 900
Denver, CO 80237
(303) 770-3772
(800) 332-3772
(303) 771-7622 fax



someone who is highly proficient in MS Word, Outlook, Excel and PowerPoint and picks up new technology easily. We prefer someone who is well versed in Teams, O365, OneNote and MS Planner.

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 \$55K - \$85K 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.