



UNIFIED FIRE AUTHORITY

MEMORANDUM

26-041

March 19, 2026

TO: All Personnel

FROM: Kiley Day, Human Resources Director

SUBJECT: Job Announcement – Information Outreach Staff Captain

The purpose of this memo is to announce the opening of the internal recruitment for the Information Outreach Staff Captain.

If you meet the minimum qualifications outlined in the attached job description and are interested in participating in this process, please submit a cover letter and resume by Thursday, April 2, 2026, online at <https://unifiedfire.applicantpro.com/internaljobs>. Documents will be forwarded and reviewed following the closing date. At that point, all qualified candidates will be provided with additional information regarding the process for selection.

If you have any questions about the position, please contact Nile Easton, Director of Communications at neaston@unifiedfire.org or at (801) 743-7209.