

## **Eastern Pennsylvania EMS Council**

### **Job Announcement - Director of EMS Council Support Services**

#### **POSITION SUMMARY:**

This position provides administrative oversight and assistance to Council functions and serves as a liaison to Council and affiliated entities for services that support their overall mission to provide emergency medical care to the sick and injured and related public-safety or public-health services. This position requires a high degree of confidentiality with minimum oversight.

#### **EXAMPLES OF POSITION RESPONSIBILITIES:**

Daily administrative support to Council professional staff and employees.

Coordinate marketing and promotional needs of the EMS Council and MedCom including developing new program and business opportunities intended to expand or enhance the mission of the organization.

Serve as professional staff liaison (or co-liaison) to assigned committees and task forces

Produce and prepare or assist with activities intended to support the delivery of pre-hospital emergency services:

Respond and provide assistance with mass casualty incidents, disasters and public health incidents.

#### **MINIMUM EDUCATION AND EXPERIENCE:**

Bachelors Degree (preferred) in emergency services or related field. Associate Degree and/or extensive experience in EMS may be considered.

A minimum, of five (5) years of progressive experience with an emergency medical services or health care organization.

General knowledge of office and administrative functions in an emergency services or health care environment. Experience in supervisory and/or management positions.

Marketing and/or public relations experience.

Training and experience in preparedness activities including NIMS courses and programs.

Current and past education and teaching experience.

**Salary and benefits commensurate with knowledge and experience.  
Complete job description available upon request.**

**The Eastern Pennsylvania Emergency Medical Services Council is an Equal Opportunity Employer.**