



**Emergency Medical Services
of Northeastern Pennsylvania**
169 Center Point Blvd. Jenkins Township Pa. 18640

Employment Opportunity: EDUCATION COORDINATOR

Emergency Medical Services of Northeastern Pennsylvania, Inc. is the Regional EMS Council for the counties of Bradford, Lackawanna, Luzerne, Pike, Susquehanna, Wayne, and Wyoming.

The Education Coordinator will work collaboratively with all EMS stakeholders for the planning, development, and improvement of the EMS system in the Northeastern Pennsylvania region.

The Education Coordinator will be responsible for:

- EMS Provider Certification
- EMS Educational Institute Accreditation Process
- Psychomotor Examination Coordination
- Continuing Education Sponsor Accreditation Process
- Community Education
- Approval of Continuing Education Courses and Classes
- Approval of Certification Classes
- Management of the Regional Council's EMS Educational Institution and any education programs offered

The EMS Systems Coordinator will support other Regional EMS Council team members with duties related to EMS Education, Certification, EMS Agency Licensure, Rescue Examinations, Quality Improvement, Emergency Preparedness, and any other assignments to improve the Regional and Commonwealth EMS System.

Candidates should be self-motivated and have strong leadership skills. Candidates must have a deep-engaged love for the Emergency Medical Services field.

Candidates should be proficient with the Microsoft software suite. Good customer service and relationship-building skills are also required.

The desired candidate will be currently certified at or above the Emergency Medical Technician (EMT) level with the EMS Instructor certification endorsement. NIMS 100, 200, 300, 400, 700, & 800, CPR Instructor certification, and National Child Passenger Safety Technician certifications are required within six months of employment.

This position is a full-time, salaried position with benefits included. The standard work schedule for this position is Monday through Friday, 8:30 AM to 5 PM. Saturdays and evenings are required as necessary. Disaster deployment may be necessary for an extended period.

Emergency Medical Services of Northeastern Pennsylvania, Inc. is an equal-opportunity employer.

If interested in this position, please forward your resume including a cover letter and references to the attention of Robert M. Carpenter, Executive Director at rcarpenter@emsnp.org.