



Martin Community College

Office of Human Resource

1161 Kehukee Park Road

Williamston, NC 27892

personnel@martincc.edu

www.martincc.edu/employmentopportunities

An Equal Opportunity Employer

Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Position Vacancy Announcement: EMS Coordinator

Position:	EMS Coordinator (FT 12-month)
Job Summary:	The Emergency Medical Service Coordinator/Instructor provides leadership and proactive consultation in responding to the education needs of a variety of EMS Agencies and other Health Care providers. This individual promotes Martin Community College's mission by providing effective management and supervision of the EMS programs. Other duties include designing a comprehensive marketing plan for program promotion, maintaining a budget, providing documentation of program successes, conducting class visits, developing course materials, hiring and supervision of adjunct instructors, assessment of equipment and supplies, instructor training , professional development, and teach classes when required.
Qualifications:	<p>Required:</p> <ul style="list-style-type: none"> • Associate degree in Emergency Medical Service (EMS), healthcare discipline, health education, or related field from an accredited institution • Current North Carolina Paramedic certification • Current NCOEMS Level II Paramedic Instructor • Current Instructor certification for BLS, ACLS, PALS, and ITLS/PHTLS • Five years fulltime direct EMS field experience • Three years' experience EMS leadership, training, and/or supervision • Three years' experience teaching in an EMS related area • Three years' knowledge of NC OEMS guidelines and/or training protocols <p>Preferred:</p> <ul style="list-style-type: none"> • Bachelor's Degree in Emergency Medical Service (EMS), healthcare discipline, health education, or related field from an accredited institution • Experience with instructional technology • Experience in developing online and hybrid classes • Experience in marketing educational programs
Essential Job Functions:	<ul style="list-style-type: none"> • Develops, organizes, and administers the EMS program and other continuing education courses • Works collaboratively with instructors, staff and external agencies to support the professional growth and development of the department • Consults with providers to identify training/educational needs and develops curriculum to meet identified needs • Assists in the hiring, orientation, and mentoring of new instructors • Supervises and evaluates the operation of all EMS classes and instructors in accordance with policy, including classroom observations • Prepares a master schedule of course offerings each semester that meet the needs of the EMS program and the local EMS agencies • Administers the continuous quality review and improvement process for the EMS program including long range planning, on-going development, and evaluation of program effectiveness • Collects and maintains records according to Martin Community College, North Carolina Community College System, and NCOEMS • Facilitates the selection and ordering of textbooks for each course • Assists with the development of promotional materials. Works with marketing to get these materials published and printed, advertised and/or distributed • Establishes and maintains an effective advisory committee in support the EMS program
Anticipated Hiring Range:	\$42,660 - \$53,325 Salary is based on education and experience

Additional Information:	NONE
Benefits:	State Health Plan Dental Insurance Vision Insurance Additional Supplemental Insurances NC Retirement Plan Leave (Vacation, Sick, FMLA, Civil and Military, Community Service, Education, and Voluntary Shared) Paid Holidays
FLSA Status:	Exempt
Application Deadline:	Start Date: 09/01/2020 Applications accepted: Open Until Filled; Application Review will begin Immediately

SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<https://www.martincc.edu/jobs>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: humanresourcesl@martincc.edu with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892