



PROGRAM COORDINATOR

The Emergency Health Services Federation, Inc., the Regional EMS Council for South Central Pennsylvania is currently seeking a **Program Coordinator**. This individual is responsible for the daily activities relating to certification and continuing education. Some responsibilities include processing continuing education courses and continuing education sponsors. This position will conduct certification class visits at the beginning and end of scheduled classes and support the activities with the basic life support psychomotor skills exam evaluation team.

The successful candidate for this position will possess certification at or above the Emergency Medical Technician level. The position also requires a working knowledge of the EMS system along with certification and continuing education requirements.

The desired candidate must be self-motivated, able to work independently, and possess superior customer service skills. The desired candidate must have the ability to develop and maintain excellent working relationships with EMS providers, candidates, evaluation team personnel, and education institutes staff. The candidate must demonstrate the ability to use various computer software programs and communicate verbally and in writing.

This position is a full-time salaried position requiring the candidate to adapt to a flexible work schedule to include evenings and occasional weekends.

The Emergency Health Services Federation, Inc. is an equal opportunity employer.

Initial review of applications will begin immediately. The position will remain open until filled; however, recruitment will close when a sufficient number of qualified applicants are received or all hiring decisions have been made.

If interested in this position, please forward your resume to the attention of Catherine M. Spangler at the address below, or you may email to cspang@ehsf.org:

Emergency Health Services Federation, Inc.
722 Limekiln Road
New Cumberland, PA 17070-2354

717-774-7911 or 800-334-EHSF