



**EMERGENCY HEALTH  
SERVICES FEDERATION**  
YOUR COMMUNITY. OUR COMMITMENT.

### **EDUCATION SPECIALIST**

The Emergency Health Services Federation, Inc., the Regional EMS Council for South Central Pennsylvania, is currently seeking an ***Education Specialist***. This individual is responsible for EMS education development and the coordination of activities related to EMS certification and continuing education classes.

This position will lead the coordination of the rural EMS education program. This individual will be responsible for the activities related to EMS certification classes, instructor management, and program growth and advancement.

The individual will be responsible for the development of continuing education for advancement of the EMS system and coordinate local education and outreach. The individual will identify needs and develop objective course content. The individual will also coordinate CPR certification for EMS providers throughout the region. The individual will lead activities related to regional education delivery via the mobile simulation unit.

This position will assist with the EMS certification psychomotor exam process, to include preparing exam materials, conducting the exams, and providing exam reports. This individual will be responsible for hosting orientation sessions to onboard new evaluation team members.

This position will be responsible for managing the accreditation processes of the educational institutes throughout the EHSF region. This includes, but is not limited to, the processing and inspection of initial and renewal accreditations, as well as being a liaison to the educational institutes.

The required level of certification for this position is at or above the AEMT level with paramedic certification preferred. This position requires a working knowledge of the National Education Standards, the ability to analyze the complexities within the education system and certification process, and maintain proficiency within the current Statewide EMS Protocols and Scope of Practice.

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 education partners and other stakeholders. The candidate must demonstrate the ability to use various computer software programs and communicate verbally and in writing. The candidate must adapt to a flexible work schedule to include evenings and some 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 via e-mail: [cspang@ehsf.org](mailto:cspang@ehsf.org).