



EmergencyCare Is Hiring: Education Coordinator

Regular Full-Time

Erie, PA, US

EmergencyCare's mission is to save lives and positively impact health, well-being and safety in the communities we serve.

The Internal Education Coordinator provides coordination, management, and, when necessary, primary and/or secondary instruction of internal education and training needs required to support the mission of EmergencyCare. The Internal Education Coordinator will also coordinate clinical and field rotations for students participating in programs managed through education, such as EMT and Paramedic Certification courses as well as, but not limited to annual internal training days and skills competency reviews, and subject matter for specific continuing education programs. The Internal Education Coordinator will also actively participate in the planning, implementing, and evaluating of internal programs and related projects.

Required Qualifications

- A minimum of an Associates degree from an accredited academic institution and must obtain a bachelor's degree within 3 years of hire.
- At least two years of EMS field experience, part of which should be in EMS education.
- A current certification from the PADOHBEMS as a Paramedic or higher or eligible to obtain reciprocity in PA.
- Be certified as a PADOHBEMS EMS Instructor or obtain within one year of hire.
- Possess (within 90 days of hire) instructional certification in American Heart Association Basic Life Support CPR, Advanced Cardiac Life Support, Pediatric Life Support, and maintain required certifications in the future.
- Possess (within 120 days of hire) instructional certification from VFIS in Emergency Vehicle Drivers Training.
- Demonstrated excellent organizational and student management skills.
- Demonstrated excellent verbal and written communication skills.
- Demonstrated ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies.
- Demonstrated ability to work both independently and in a team environment.
- Demonstrated ability to manage multiple tasks and/or projects effectively/efficiently.
- Have demonstrated excellent organizational and project management skills.
- Hold a valid Driver's License.

Preferred qualifications include:

- Bachelor's Degree or higher from an accredited academic institution.
- Hold instructor status in International Trauma Life Support
- Have working knowledge of Microsoft Office applications to include Word, Excel, Access, PowerPoint, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Qualified applicants please apply at EmergencyCare.org under "Jobs" tab