



Position Opening:

NORTH REGION EMS & TRAUMA CARE COUNCIL EXECUTIVE DIRECTOR

Date: October 20, 2014

Priority Consideration Date: February 15, 2015
Position is open until filled.

Position Description: North Region EMS and Trauma Care Council Executive Director

This is a full-time, twelve-month, professional position, exempt from FLSA and unions and is **at-will**. This position reports to the North Region EMS and TCC Executive Board Chair. The North Region EMS and TCC seeks a strategic, innovative and collaborative professional to lead the North Region in the coordination and implementation of efforts that will effectively integrate and enhance the EMS and trauma system in the North Region according to the Council's directives and policies. The North Region EMS and TCC Executive Director will coordinate communication in a targeted and cohesive manner with the North Region's various stakeholder groups, prospective DOH, public health, regional hospitals, and training, fire and/or EMS Agencies, local EMS Councils, government officials and community organizations. The Director will also have broad experience in strategic planning and communication planning. Typical duties this position will be responsible for include:

Communications

- Develop, **under the direction of the North Region EMS and TCC**, a comprehensive communication plan in collaboration with all areas of the EMS and Trauma Care Stakeholders serving the North Region.
- Managing, producing, and writing copy for print publications and e-newsletters.
- Developing web content, continuously refreshing information, news, and images on the web.
- Participating in working groups to plan, coordinate and execute original communication products and publications related to the North Region EMS and TCC programs, grants and fundraising. Develop content for informational brochures, draft articles and reports on the status of major activities for distribution to prospects, the general public, leadership volunteers, industry and other special interest groups;
- Responsible for communications with DOH on all levels in regards to regional business.

Public Relations

- Maintaining appropriate relations with DOH, public health, regional hospitals, training, fire and/or EMS Agencies, local EMS Councils, government officials and community organizations;
- Represent the North Region EMS and Trauma Care Council at various meetings within Washington State;
- Updating all media materials;
- Working with the North Region EMS and Trauma Care Council Executive Board in the planning and coordinating of various educational events

Administrative

- Prepare and monitor annual budget with anticipated revenues and expenditures and present budget for approval.
- Supervise the Program Coordinator(s); May lead or direct the work of other clerical, temporary staff members;
- Negotiates contracts with DOH, public health, training, any business contract with NREMS and TC Council;
- Completes and submits deliverable reports for all contracts;
- Serve on North Region EMS and TCC committees and organizations;
- Perform related duties as required.

Compensation and Work Schedule:

Beginning salary range, dependent upon experience: \$62,000 to \$75,000 per year, plus a generous benefit package. Schedule is generally Monday through Friday, 8 a.m. to 5 p.m. Will include occasional night and weekend activities.

Minimum Qualifications & Essential Attributes:

- 2 years College, plus a minimum of 5 years demonstrated success in a managerial/leadership position;
- Outstanding written, oral, interpersonal and intercultural communication skills;
- A collaborative style of leadership and the ability to work with multiple constituencies;
- Substantial knowledge of Microsoft Office applications;
- Ability to work independently and simultaneously on multiple projects within close, overlapping and/or conflicting deadlines;
- Creative talent and vision;
Must be flexible team player, be detail-oriented and have excellent organizational skills. Commitment and ability to work in a diverse workplace;
- Must be able to obtain a Washington State Driver's License, within one month of hire if not currently licensed as such.

Preferred Qualifications:

Bachelor's degree in communications, business administration or public relations; plus 2-5 years in a managerial or leadership role.

Physical Work Environment:

The duties of this position are performed in an office setting, with some travel required. This position interacts with DOH, Public Health, fire and/or EMS Agencies, local EMS Councils, government officials and community organizations.

Application Procedures/Deadlines:

All applicants are required to return a completed North Region EMS and Trauma Care Council Job Application, resume, letter of application detailing how your education and experience relates to the description and qualifications of this position. Letters may be addressed to Mr. Miklos Preysz, NREMS and TCC Chair. Applications may be mailed or emailed.

Completed application materials that are received in by 5 p.m. on **November 20th, 2014** will be given priority consideration. ***Incomplete applications will not be accepted. Applications delivered after this date and time will still be accepted, but may not be given priority.***

Application material may be obtained by contacting the North Region EMS and Trauma Care Office, 1130 E. Fairhaven Avenue, Burlington, WA 98233; phone: (360) 428-0404; website: www.northregionems.com; email: request@northregionems.com. Application materials become the property of the North Region EMS and Trauma Care Council.

Immigration Law: The North Region EMS and Trauma Care Council employs only United States citizens and lawfully authorized non- U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Immigration and Naturalization Service.

Mission: mission of North Region EMS is to promote a coordinated region-wide system. The System shall provide quality, comprehensive, and cost-effective emergency medical and trauma care to individuals in Island, San Juan, Skagit, Snohomish, and Whatcom Counties.

The North Region EMS and Trauma Care Council is committed to enhancing the diversity of its workforce. All qualified applicants, are encouraged to apply. The North Region EMS and Trauma Care Council is committed to the principles of Affirmative Action and Equal Opportunity.