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## Position Opening:

### NORTH REGION EMS AND TC COUNCIL EXECUTIVE DIRECTOR

**Date:** March 30th, 2022

**Priority Consideration Date:** April 8th, 2022  
*(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 Fair Labor and Standards Act and unions and is **at-will**. This position reports to the North Region EMS and TCC (NREMS/TCC) Executive Board Chair. The NREMS/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 NREMS/TCC Executive Director will coordinate communication in a targeted and cohesive manner with the North Region's various stakeholder groups: Department of Health (DOH), county public health services, regional hospitals, Fire/EMS agencies, local EMS councils, government officials and community organizations. Typical duties that this position will be responsible for include:

***Communications***

- Develop, under the direction of the NREMS/TCC, a comprehensive communications plan in collaboration with all areas of the EMS and Trauma Care Stakeholders serving the North Region
- Manage, produce and write copy for print publications and e-newsletters
- Develop web content and update information, news, and images on the North Region website
- Participate in work groups to plan, coordinate and execute original communication products and publications related to the NREMS/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
- Communicate with DOH on all levels in regards to regional business

***Public Relations***

- Maintain appropriate relations with DOH, public health, regional hospitals, Fire/EMS agencies, local EMS councils, government officials and community organizations
- Represent the NREMS/TCC at required meetings within Washington State
- Update all media material
- Work with the NREMS/TCC Executive Board to plan and coordinate education and training events

***Administrative***

- Prepare and monitor annual budget with anticipated revenues and expenditures and present budget for approval at quarterly Council meetings
- May lead or direct work of other clerical and/or temporary staff members, as needed
- Negotiate contracts with DOH, public health, training specialists and other business contracts needed by the region
- Complete and submit deliverable reports for all contracts
- Serve on NREMS/TCC committees and organizations
- Perform related duties as required

**Compensation and Work Schedule:**

Beginning salary range, dependent upon experience, is: \$55,000 per year to \$65,000 per year plus benefits package. Schedule is generally Monday through Friday, 8 a.m. to 5 p.m., but will also include occasional night and weekend activities. NREMS/TCC will provide a company laptop and cell phone for business use.

**Minimum Qualifications & Essential Attributes:**

- Two years of college or equivalent experience in related field
- Outstanding written, oral, interpersonal and intercultural communication skills
- Possess a collaborative style of leadership and the ability to work with
- Substantial knowledge of Microsoft Office applications
- Ability to work independently and simultaneously on multiple projects within tight deadline
- Creative talent and vision
- Must be flexible team player, detail-oriented and have excellent organizational skills
- Commitment and ability to work in a diverse work place
- Must possess, or be able to obtain, a Washington State Driver's License
- Must have reliable internet access
- Must be able to work productively in an autonomous environment

**Preferred Qualifications:**

- Bachelor's degree in communications, business administration, public relations, or related field
- Knowledge of the Washington State EMS and Trauma System
- Five years in a managerial or leadership role

**Physical Work Environment:**

The duties of this position are generally performed in a home office setting, with occasional in-person meetings, education and public safety events. Currently, all meetings hosted by NREMS/TCC are being conducted via Go-to-Meeting platform. Though the return to a hybrid model by fall of 2022 is likely. Participation at partner events/meetings are also hybrid, with a high probability of in-person meetings being required in the future. This position interacts with DOH, public health, Fire/EMS Agencies, local EMS councils, government officials and community organizations.

**Physical Demands:**

- Ability to lift up to 15 pounds, as needed
- Ability to stand and/or sit for a minimum of eight hours a day
- Ability to drive or ride to and from meetings/events within Washington State
- Ability to arrange tables and chairs for meetings/events

**Application Procedures/Deadlines:**

All applicants are required to return a completed North Region EMS and Trauma Care Council Job Application, resume, and cover letter outlining your interest in this position, Letters may be addressed to Lisa Edwards, NREMS and TCC Chair, at [Lisa@northregionems.com](mailto:Lisa@northregionems.com)

Completed application materials that are received in by 5 p.m. on Monday, April 8th, 2022 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 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.



# EMPLOYMENT APPLICATION

<b>North Region EMS and TCC</b> <b>ATTN: Lisa Edwards</b> <b>PO Box 55</b> <b>Anacortes, WA 98221</b> <b>Website: <a href="http://www.northregionems.com">http://www.northregionems.com</a></b>	<b>Phone: (360) 708-2454</b>  <b>Email: <a href="mailto:Lisa@northregionems.com">Lisa@northregionems.com</a></b>
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## PERSONAL INFORMATION

			DATE OF APPLICATION	
NAME (LAST)	(FIRST)	(MIDDLE)	HOME TELEPHONE NUMBER	
ADDRESS (STREET)			WORK TELEPHONE NUMBER	
(CITY)	(STATE)	(ZIP CODE)	DATE AVAILABLE FOR WORK	
E-MAIL ADDRESS	DO YOU WISH TO BE CONSIDERED FOR PART-TIME ASSIGNMENT?		YES	NO
POSITION FOR WHICH YOU ARE APPLYING		OTHER AREAS YOU MAY WISH TO BE CONSIDERED FOR:		

**Social Security Number (Required by RCW 41.48).** The North Region EMS and Trauma Care Council will request that you provide your social security number on all personnel forms in the event that you are hired. 5 U.S. Code, Section 52(a) requires that NREMSTCC make the following disclosure when requesting this information: NREMSTCC uses your social security number to identify your records and fulfill tax requirements. As required by law, NREMSTCC uses your social security number to report disbursements to the IRS. The disclosure of your social security number is mandatory if you are hired.

## EDUCATION AND TRAINING

	NAME OF SCHOOL	CITY	STATE	GRADUATED		MAJOR COURSES AND DEGREE
				YES	NO	
HIGH SCHOOL OR EQUIVALENT						
TECHNICAL OR COMMERCIAL						
COLLEGE						
GRADUATE						

### TEACHER TRAINING FOR WHICH THERE IS NO SPECIFIC DOCUMENTATION SUCH AS A TRANSCRIPT:

NAME OF COURSE	SPONSORING AGENCY/ORGANIZATION	CLOCK HOURS	DATES	
			MONTH	YEAR

## SKILLS AND QUALIFICATIONS

USE THE FOLLOWING SPACE FOR SUPPLEMENTAL INFORMATION WHICH EXPLAINS YOUR SKILLS, EXPERIENCES, ABILITIES TO DO THE JOB, OR OTHER WORK EXPERIENCE (INCLUDING VOLUNTEER) THAT RELATES TO THE POSITION FOR WHICH YOU HAVE APPLIED.


## MILITARY SERVICE RECORD

DID YOU EVER SERVE IN THE ARMED FORCES OF THIS COUNTRY?	YES	NO	BRANCH OF SERVICE	ENTRANCE DATE	DISCHARGE DATE
JOB TITLE/DESCRIPTION					
SPECIAL TRAINING OR EXPERIENCE					

## PROFESSIONAL REFERENCES

GIVE THREE REFERENCES. INCLUDE SUPERVISORS UNDER WHOM YOU HAVE WORKED WHO HAVE FIRST-HAND KNOWLEDGE OF YOUR CHARACTER, PERSONALITY, AND PROFESSIONAL ABILITIES.

NAME AND OFFICIAL POSITION	ADDRESS STREET – CITY – STATE – ZIP CODE	BUSINESS TELEPHONE	YEARS KNOWN
		HOME TELEPHONE	
		(    )	
		(    )	
		(    )	
		(    )	
		(    )	
		(    )	

## ADDITIONAL INFORMATION

UPON EMPLOYMENT, CAN YOU VERIFY YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES?	YES	NO
HAVE YOU HELD VOCATIONAL CERTIFICATION IN WASHINGTON STATE:	YES	NO
<b>LIST OCCUPATIONAL LICENSE AND REFERENCE NUMBERS, IF APPLICABLE.</b>		

## REQUIRED INFORMATION

HAVE YOU, WITHIN THE PAST SEVEN YEARS, BEEN CONVICTED OF ANY FELONY INCLUDING BUT NOT LIMITED TO, THEFT, MISAPPROPRIATION OF FUNDS OR ANY OFFENSE OF A SEXUAL NATURE?	YES	NO		
IF "YES" PLEASE COMPLETE THE FOLLOWING:				
CRIME	DATE OF CONVICTION	STATE AND COUNTY	DISPOSITION OF CASE	EXPLANATION OF CIRCUMSTANCES

NOTE: A CONVICTION RECORD WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT WITHIN THE NREMSTCC

## EMPLOYMENT HISTORY

PLEASE INDICATE ALL PART-TIME EMPLOYMENT WITH AN ASTERISK (\*).

<b>POSITION</b>				
SUPERVISOR'S NAME	TOTAL EMPLOYMENT TIME	YEARS	MONTHS	
EMPLOYER	(2,000 HOURS = 1 YEAR)			
EMPLOYER ADDRESS	DATES OF EMPLOYMENT	FROM	YEAR	TO
		MONTH		MONTH
PHONE NUMBER	AVERAGE HOURS PER MONTH		HOURS	
<b>POSITION</b>				
SUPERVISOR'S NAME	TOTAL EMPLOYMENT TIME	YEARS	MONTHS	
EMPLOYER	(2,000 HOURS = 1 YEAR)			
EMPLOYER ADDRESS	DATES OF EMPLOYMENT	FROM	YEAR	TO
		MONTH		MONTH
PHONE NUMBER	AVERAGE HOURS PER MONTH		HOURS	
<b>POSITION</b>				
SUPERVISOR'S NAME	TOTAL EMPLOYMENT TIME	YEARS	MONTHS	
EMPLOYER	(2,000 HOURS = 1 YEAR)			
EMPLOYER ADDRESS	DATES OF EMPLOYMENT	FROM	YEAR	TO
		MONTH		MONTH
PHONE NUMBER	AVERAGE HOURS PER MONTH		HOURS	
<b>POSITION</b>				
SUPERVISOR'S NAME	TOTAL EMPLOYMENT TIME	YEARS	MONTHS	
EMPLOYER	(2,000 HOURS = 1 YEAR)			
EMPLOYER ADDRESS	DATES OF EMPLOYMENT	FROM	YEAR	TO
		MONTH		MONTH
PHONE NUMBER	AVERAGE HOURS PER MONTH		HOURS	
<b>POSITION</b>				
SUPERVISOR'S NAME	TOTAL EMPLOYMENT TIME	YEARS	MONTHS	
EMPLOYER	(2,000 HOURS = 1 YEAR)			
EMPLOYER ADDRESS	DATES OF EMPLOYMENT	FROM	YEAR	TO
		MONTH		MONTH
PHONE NUMBER	AVERAGE HOURS PER MONTH		HOURS	

***Use this space for supplemental information which may further the consideration of your application for a position at the North Region EMS and Trauma Care Council.***

## **APPLICANT ACKNOWLEDGMENT**

I, the undersigned applicant for employment at NREMSTCC, certify that the facts contained in this application are a true and complete statement of my personal and professional record to date. I understand that any false statement(s) in this application shall be the basis for my rejection or dismissal from employment.

I hereby authorize the NREMSTCC to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request arising out of the furnishing of such information. If employed, I release NREMSTCC from any liability for future references it may provide regarding my work history at NREMSTCC. A photocopy of this release shall have the same effect as the original.

If employed, I further agree that if NREMSTCC advances any paid leave before it has been accrued during the course of my employment, or if I lose, damage, or fail to return any NREMSTCC property, NREMSTCC is authorized to deduct from my wages sufficient funds to repay such advances or to replace its property.

\_\_\_\_\_  
Please print or type your name here as you will wish it to appear on contract if you are employed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Mission: The 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.**

**EQUAL EMPLOYMENT OPPORTUNITY**