



## POSITION ANNOUNCEMENT Accreditation Assistant

### Overview

The Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP) seeks to fill an opening for an Accreditation Assistant. The Accreditation Assistant is responsible for providing professional resources to support the operations and activities of the CoAEMSP. This full-time position will support customer service, administrative, and selected data entry functions under the direction of the Assistant Director. In addition, the Accreditation Assistant is engaged in coordinating accreditation activities, meetings, special projects, and other daily tasks as assigned. Some overnight and air travel are expected. Relocation is not required as the Accreditation Assistant is a work-from-home position.

### About Us

CoAEMSP, a Committee on Accreditation functioning under the auspices of the Commission on Accreditation of Allied Health Education Programs (CAAHEP), is an autonomous, professional organization that evaluates and makes accreditation recommendations to CAAHEP for programs in the specialized field of Paramedicine.

By confirming these programs meet established standards and requirements, CoAEMSP serves to protect the public and students.

The [mission](#) of the CoAEMSP is to advance the quality of EMS education through accreditation.

The [vision](#) of the CoAEMSP is to be recognized as the leader in evidence-based standards for accreditation.

The [core values](#) of the CoAEMSP: **CLARITY**

- C**ommitment: Dedication of time, talent, and resources toward the achievement of CoAEMSP's mission.
- L**eadership: Inspiring others to advance the vision and goals of the CoAEMSP.
- A**ccountability: Advancing the mission of the CoAEMSP with integrity, honesty, professionalism and high ethical standards.
- R**espect: Honoring the perspective of any individual or organization.
- I**ntegrated: Carrying out the work of the CoAEMSP in collaboration with EMS stakeholders.
- Q**uality: Consistently meeting or exceeding established standards and expectations in all CoAEMSP activities.

The [goals](#) of the CoAEMSP

- GOAL #1: Expand accreditation services with the implementation of voluntary AEMT accreditation.
- GOAL #2: Develop an overarching data management strategy that results in efficiency and value for staff and constituents.

- GOAL #3: Develop resources and programs to support (new) program directors with the accreditation process.
- GOAL #4: Launch a communications program that promotes and strengthens relationships through a variety of targeted interfaces.
- GOAL#5: Provide accreditation services for paramedic educational programs globally, taking deliberate action to market our services to an international audience.

### **Whom we are looking for**

CoAEMSP seeks an enthusiastic professional with strong analytical and problem-solving skills. Candidates must possess the ability to work independently, unsupervised, and as part of a team to accomplish work goals. Strong attention to detail and accuracy, and the ability to handle the details of multiple priorities simultaneously while seeking to adhere to strict deadlines are essential.

In addition, this individual should demonstrate exceptional organizational skills, and excellent verbal and written abilities; act ethically and safeguard confidential information; have a track record of personal integrity; and strict adherence to the CoAEMSP mission and values.

### **Education and Credentials**

- Associate degree required, Bachelor's degree preferred (or higher) from an accredited post-secondary academic institution.
- Accreditation or non-profit experience preferred.

### ***Desired Qualifications***

- Competence in using Microsoft Office® and other information technologies to create and present information.
- Experience leveraging various social media platforms for organizational use is desirable.

### **About CoAEMSP**

Founded in 1978, CoAEMSP is the committee on accreditation representing Paramedic educational programs. CoAEMSP is a virtual office with its mailing address in Rowlett, Texas.

### ***The Critical Connection Between the CoAEMSP & CAAHEP***

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is the largest programmatic accreditor in the health sciences field. CAAHEP reviews and accredits over 2500 educational programs in 31 health science occupations.

CAAHEP is comprised of the Commission and its Board of Directors. The Commission is representative of CAAHEP's community of interest member organizations, including 25 Committees on Accreditation (CoA), of which the CoAEMSP is the largest. The CAAHEP Board of Directors acts on the Paramedic educational programs upon the recommendation of the CoAEMSP.

CoAEMSP is an equal opportunity employer.

Salary is commensurate with qualifications and experience and is negotiable.

CoAEMSP is a family-friendly, team-oriented organization and offers a competitive salary. The benefits package with specific details is available upon request.

Please learn more about CoAEMSP at [www.CoAEMSP.org](http://www.CoAEMSP.org).

**Qualified candidates, please send a letter of intent and a résumé or curriculum vitae to [employment@coaemsp.org](mailto:employment@coaemsp.org). The review of candidates will begin July 8, 2024, and will continue until the position is filled.**

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.*