



POSITION ANNOUNCEMENT

Assistant Director

Overview

The Committee on Accreditation for the Emergency Medical Services Professions (CoAEMSP) seeks to fill an opening for the Assistant Director. The Assistant Director provides professional resources to support the operations and activities of CoAEMSP and for advising and making recommendations to the Executive Director (ED) with respect to these activities and policies. The AD manages designated staff activities associated with or necessary to the accreditation services. These services shall include, but are not limited to, disseminating information; reviewing, developing, and processing documentation including Findings Letters, Executive Analyses, Site Visit Reports; coordinating communications; overseeing and conducting site visits to increase inter-rater reliability; assisting and staffing meetings of the CoAEMSP Board of Directors and its committees and providing any other services deemed necessary and appropriate by the ED.

About us

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

The mission of the CoAEMSP is to advance the quality of EMS education through accreditation. The vision of CoAEMSP is to be recognized as the leader in evidence-based standards for accreditation.

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

Who we are looking for

CoAEMSP seeks an enthusiastic professional with an excellent understanding of professional accreditation and related processes; strong analytical and problem resolution skills, and the ability to think strategically and identify new opportunities to advance CoAEMSP.

In addition, this individual should demonstrate exceptional organizational skills, 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

- Possess a Master's degree (or higher) from an accredited post-secondary academic institution.
- Current or past licensure/certification as a Paramedic or higher healthcare provider with a minimum of ten years' experience in pre-hospital care and/or EMS education.
- Previous management or supervisory experience.

Desired Qualifications

- Current or past Program Director of a CAAHEP Accredited Paramedic Program
- 10 years of EMS education experience

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 2100 educational programs in 32 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 takes action on the Paramedic educational programs upon the recommendation of the CoAEMSP.

CoAEMSP is an equal opportunity employer. The salary range is \$90,000 to \$100,000 commensurate with qualifications and experience.

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

Please read more about CoAEMSP at www.CoAEMSP.org.

Qualified candidates, please send a letter of intent and a résumé or curriculum vitae to ADsearch@coaemsp.org. The review of candidates will begin February 15, 2021 and will continue until the position is filled on or after July 1, 2021.