Susquehanna Regional EMS Council, Inc./ Program Agency

Administrative Coordinator – Full Time, Typically days M-F with occasional weekends & evenings

**Description of the Organization**

Currently, the Susquehanna Regional EMS Council / Program Agency serves a dual purpose. First, it is contacted with the NY State Department of Health, Bureau of Emergency Medical Services (NYS DOH BEMS) to provide administrative support to the Susquehanna Regional Emergency Medical Services Council and the Regional Medical Advisory Committee and assure that contacted deliverables are compiled, prepared and supplied to the NYS DOH BEMS quarterly and annually. A critical component being the communication with and the support of Emergency Medical Services agencies in the Counties of Broome, Tioga and Chenango. The second purpose is to support the Susquehanna Regional EMS Council, Inc. in achieving its’ corporate mission and goals improving the Emergency Medical Services System on our three counties.

**Description of the Position**

This critical administrative support position works with and under the direct supervision of the SREMSC, Inc/ Program Agency Executive Director. The Administrative Coordinator must develop and oversee sound office procedures and be able to consistently facilitate meeting DOH BEMS contract deliverables as well as supporting the mission and goals of SREMSC, Inc. Contact deliverable tasks include preparation and tracking deliverables, contract preparation and preparation of material for meetings and public presentations. The successful individual must be able to prioritize work tasks and provide consistent support to numerous customers including but not limited to the Executive Director, SREMSC officers, committees and the BOD when appropriate, as well as Ems leadership and providers NYS DOH BEMS officials, contracted individuals and agencies as well as the general public.

Other general responsibilities include: electronic and hard copy filing and distribution, copying materials, visiting EMS agencies as directed, meeting attendance and follow-up.

Use of electronic information processing and systems is an important feature of this position. The candidate must possess a working knowledge of MS Office; including Word, Access, Power Point, Excel and Adobe. Proficiency in keyboarding and flexibility learning and mastering new software systems.

**Requirements:**

Required:

Associates Degree with 5 years experience as an Administrative Coordinator / Office Manager / Executive Assistant or comparable position.

Proficiency with computers and computer software including MS Office; including Word, Access, Power Point, Excel and Adobe.

Excellent interpersonal skills.

Motivated independent worker capable of sound decision making.

Flexibility to adjust in a dynamic EMS & healthcare environment

Demonstrated ability to prioritize work tasks and provide consistent support to numerous customers.
Preferred:

Bachelors Degree in Business, Communications or other related degree

Experience within Emergency Medical Services, NYS Department of Health or NYS government.

Experience with non-for-profit corporations and their development

Salary is commensurate with education and experience.

Please submit resumes to:

President@SREMS.com

Or to: Carla Simpson, President

Susquehanna Regional EMS Council

Public Safety Building

153 Van Winkle Blvd

Binghamton, NY 13905