



Southeastern Minnesota Emergency Medical Services

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Education Coordinator Southeastern Minnesota EMS

The Southeastern Minnesota EMS (SEEMS) is seeking applications for the position of Education Coordinator. The successful candidate will provide the leadership in planning, coordinating, evaluating and direction for education programs offered through the Southeastern Minnesota EMS (SEEMS) Regional Program. This position coordinates the education endeavors of the two advisory committees: Pre-Hospital Advisory Committee (PAC) and SE Medical Directors Consortium Committee, and assists the Executive Director of SEEMS. Person must have the knowledge and experience in EMS to assist the Executive Director with various educational/operational projects and to work with the area EMS, Fire, Police agencies, Minnesota EMS regulatory Board, National Registry of EMT and other public safety & health organizations.

The successful candidate:

Must maintain Current State licensure as EMT or Paramedic, have or be able to obtain D.O.T. instructor status.

Must have at least five years of emergency or critical care field experience with an ambulance service and/or hospital and a minimum of five years as an EMS instructor with a recognized EMS training institution.

Have previous teaching experience with EMR (formerly First Responder), EMT, American Heart Association CPR/AED (Instructor certification preferred). Working knowledge of Microsoft Office tools including Word, Excel, and Power Point.

Must possess extensive knowledge of EMS care delivery, with exceptional written and oral communications skills. Be able to work independently and interdependently with diverse groups. Valid driver's license and willingness to travel required.

Application and Resume deadline is July 25, 2023

Job description and application are available at: www.seems.com on the bulletin board.

Qualified candidates are requested to email an application and resume to:

Don Hauge
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Southeastern Minnesota EMS
1130 ½ 7th Street NW, Suite 201
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