

Western Virginia EMS Council, Inc.
501(c)3 Corporation
1944 Peters Creek Road NW
Roanoke, Virginia 24017
(540) 562-3482 Ext. 114
dakers@vaems.org

Western's mission is to facilitate regional cooperation, planning, and implementation of an integrated emergency medical services delivery system in the western region of Virginia.

JOB OPENING: SENIOR FIELD COORDINATOR (not remote)

Salary Range - \$55K – 70K
Background Check Required.

Job Description:

We are seeking a dynamic and experienced senior field coordinator to represent our non-profit organization in maintaining its mission and strategic goals. The ideal candidate will be responsible to and assist the Executive Director in coordinating the various field components of the regional EMS system. Charged with organizing, planning, and implementing programs and projects in support of Council objectives.

Benefits: Health Insurance, Paid Time Off, Dental Insurance, Life Insurance, Retirement Plan, Flexible Spending Account, Flexible schedule.

Duties

- Frequent travel throughout our region and beyond to support continuing education opportunities with our local EMS agencies and other higher learning facilities.
- Hosting and/or coordinating continuing education and committee meetings as assigned.
- Serve as a liaison to our EMS agencies and hospital facilities in the continuity of care regarding drug administration and storage per BOP, DEA and FDA guidelines.
- Coordinate and lead meetings with various healthcare and public safety groups.

- Perform as an instructor on various topics related to job duties.
- Work directly with medical directors in the continuing development of regional EMS protocols.
- Develop and maintain excellent working relationships with volunteer and career EMS providers, hospital administrative personnel and governmental officials.
- Perform miscellaneous job-related duties as assigned.

Requirements

- Thorough knowledge of the development, coordination, and presentation of EMS educational programs. Sufficient knowledge of related areas such as disaster management, incident command, trauma triage, and pertinent OSHA regulations.
- Certification as a Paramedic. A minimum of five years' EMS experience is desired. Currently certified as Education Coordinator with the Office of EMS, Virginia Department of Health or able to obtain Education Coordinator status within 18 months of employment.
- Preferred bachelor's degree from a regionally accredited college or university.
- EMS instructorships from American Heart Association (ACLS & PALS), National Association of EMT (NAEMT), and other professional organizations associated with EMS education.
- Fire-EMS based delivery system experience is desirable. Proficiency in oral and written communication skills.
- You must have a general working knowledge of computer systems.
- Ability to adapt to a flexible schedule or working hours, that will involve some nights and weekends with travel. Ability to adjust work schedule and manage work hours appropriately.

Cover letter and resume should be emailed to dakers@vaems.org

Due by April 17, 2026

Tentative start date will be May 11, 2026.