



Certified EMS Education Coordinator

OEMS Region 3 – Shenandoah Valley Emergency Medical Services Council

The Northern Virginia Emergency Response System (NVERS) is soliciting applications for a Certified EMS Education Coordinator position in Winchester, Virginia.

This time-bound, independent contractor position reports to the NVERS Director of EMS Programs.

The hourly rate is \$45.00.

Position Summary

The Certified EMS Education Coordinator contractor is responsible for planning, coordinating, and supervising a planned Emergency Medical Technician (EMT-B) course in Winchester, Virginia, in accordance with the guidelines established by the Virginia Office of EMS.

This position requires on-site presence at every scheduled class session to fulfill the responsibilities of the Education Coordinator and to provide instruction as needed. The course is conducted in Winchester, Virginia, and meets two evenings per week, with occasional scheduled Saturdays.

The Coordinator oversees course delivery, instructor coordination and coverage, regulatory compliance, and operational logistics to ensure the course is conducted efficiently, professionally, and on schedule. The Coordinator is responsible for ensuring all required equipment, materials, and documentation are available, functional, and in compliance with OEMS standards.

Roles and Responsibilities

Include, but are not limited to:

- a. Manage and implement the approved EMT course schedule in accordance with Virginia OEMS requirements.
- b. Ensure appropriate instructor coverage for all lectures, labs, and practical sessions; resolve scheduling conflicts to maintain consistent instructional presence.
- c. Provide direct instruction and serve as lead instructor when necessary to maintain course continuity.
- d. Ensure all required equipment, supplies, and instructional materials are available, functional, and in good repair prior to each session.
- e. Maintain compliance with Virginia OEMS regulations, including course approvals, attendance tracking, documentation, and required submissions.
- f. Coordinate EMT and NREMT testing processes associated with the course.
- g. Monitor student progress and address instructional or administrative issues to support successful course completion.
- h. Serve as the primary operational contact for instructors, students, and council staff regarding course matters.
- i. Ensure all course-related records and documentation are accurate, complete, and submitted in a timely manner.
- j. Perform other duties necessary to ensure successful course delivery.



Essential Knowledge, Skills, and Abilities

- Comprehensive knowledge of prehospital emergency medical services principles, practices, procedures, and Virginia EMS regulations.
- Knowledge of EMS education program administration and testing processes.
- Ability to interpret and apply policies, regulations, and guidelines.
- Strong organizational and project management skills.
- Ability to develop and maintain cooperative working relationships with EMS agencies, hospitals, instructors, physicians, and state officials.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office applications and standard computer software.
- Ability to manage multiple projects and meet deadlines with minimal supervision.

Minimum Qualifications

- Current Virginia EMS Education Coordinator certification (active and in good standing with the Virginia Office of EMS).
- Current Virginia EMT certification; ALS certification preferred.
- Minimum four (4) years of progressive EMS field experience, including prior experience in EMS education or instructional roles.
- Valid Virginia driver's license and reliable transportation.
- Must maintain all required certifications for the duration of the contract.
- No EMS compliance enforcement actions within the previous five years.

Physical and Work Requirements

- Must be on-site in Winchester, Virginia, during scheduled EMT course hours.
- Work hours are scheduled for Tuesday/Thursday evenings and periodic Saturdays.
- Ability to lift and move training equipment as needed.

About NVERS

NVERS is a 501(c)(3) nonprofit organization that supports regional collaboration and capacity building in all facets of emergency preparedness and response. NVERS is the designated regional emergency medical services council for OEMS Regions 3, 4, and 5. Learn more at <https://nvers.org>.

Application Process

Submit a resume and proof of required certifications to careers@nvers.org. The position will remain open until filled, with priority given to applications received by March 9, 2026.