

## EMS Training Manager Position

The Northern Virginia Emergency Response System (NVERS) is soliciting applications for the position of EMS Training Manager for OEMS Regions 3, 4, and 5.

OEMS Regions 3, 4, and 5 encompass the localities included in [this map](#).

This full-time position reports to the NVERS Director of EMS Programs and requires periodic, non-overnight travel throughout the three service areas.

### Roles and Responsibilities

Include, but are not limited to:

- a. Plan, coordinate, and oversee the delivery and evaluation of regional EMS training programs (in-person, virtual, and hybrid), continuing education symposia, and special funding training programs (TECC, Prolonged Casualty Care) in collaboration with EMS Council advisory committees and the NVERS Director of EMS Programs.
- b. In coordination with the EMS Council advisory committees and NVERS Director of EMS Programs, conduct regional training needs assessments, and develop, implement, and regularly update a comprehensive regional EMS training workplan aligned with OEMS priorities, regional system needs, and available funding.
- c. Recruit, support, and coordinate instructors and subject matter experts for approved regional training initiatives.
- d. Develop or coordinate development of curricula, lesson plans, and course materials consistent with OEMS standards and best practices, ensuring that training programs meet applicable state standards and continuing education requirements.
- e. Maintain accurate training records, rosters, and documentation in accordance with OEMS and NVERS requirements.
- f. Ensure compliance with OEMS policies related to continuing education, course approvals, and reporting requirements.
- g. Collect and analyze feedback to inform continuous improvement of regional EMS training programs.
- h. Maintain accountability, inventory control, and lifecycle management of EMS Council training equipment and assets, including scheduling, tracking, maintenance, and replacement planning.
- i. Advance regional EMS training capacity, consistency, and quality across OEMS Regions 3, 4, and 5.
- j. Assist with the facilitation, delivery, and knowledge capture of assigned committees and working groups.
- k. Represent NVERS at assigned meetings and regional/state committees when requested.
- l. Manage multiple projects with varying timelines and deliver results within expected deadlines and within established budgets.
- m. Other duties as assigned by the NVERS Director of EMS Programs.

### Essential Knowledge, Skills, and Abilities

- Thorough understanding of the emergency medical services (EMS) system in Virginia, including the Office of EMS structure, regional EMS councils, and applicable state regulations.

- Working knowledge of EMS clinical practice, field operations, and the training and certification environment across career and volunteer agencies.
- Knowledge of adult learning principles, instructional design, and curriculum development practices applicable to EMS education and training.
- Familiarity with OEMS course approval processes, continuing education documentation requirements, and compliance reporting standards.
- Demonstrated ability to conduct needs assessments and translate identified gaps into structured training programs and measurable objectives.
- Experience planning and coordinating multi-agency training programs, exercises, or educational initiatives.
- Strong project management skills, including the ability to manage multiple concurrent training initiatives within established timelines and budget parameters.
- Excellent written and verbal communication skills, including the ability to develop training materials, reports, and stakeholder communications.
- Ability to build and maintain productive working relationships with EMS agencies, hospitals, instructors, OEMS staff, and regional partners.
- Ability to travel throughout OEMS Regions 3, 4, and 5 as needed to support regional training programs and meetings.

### **Additional Qualifications**

- A bachelor's degree in education, healthcare administration, nursing, public health, public administration, public safety, business administration, or an allied field is required.
- Must possess at least a Virginia EMT-Basic certification.
- Demonstrated field experience as an EMS provider, with robust experience in prehospital care delivery. ALS field experience preferred.
- Certified Education Coordinator through the Virginia Office of EMS, or must enroll in the certification process upon hiring. ALS Coordinator preferred.
- Prior experience as an EMS instructor, educator, training officer, or course coordinator is strongly preferred.
- Must possess and maintain a valid motor vehicle driver's license.
- A criminal background check may be required.

### **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 about NVERS at <https://nvers.org>.

### **Application Process**

Send your resume or CV, and a cover letter, to [careers@nvers.org](mailto:careers@nvers.org). Applications will be reviewed on a rolling basis. The position will remain open until filled, with priority consideration given to applications received by Wednesday, March 11, 2026.