

Manager – Shenandoah Valley EMS Programs Position

OEMS Region 3 – Shenandoah Valley Emergency Medical Services Council

The Northern Virginia Emergency Response System (NVERS) is soliciting applications for the position of Manager - Shenandoah Valley EMS Programs for OEMS Region 3:

OEMS Region 3 includes the following service areas: **Counties of:** Bath, Highland, Augusta, Rockbridge, Rockingham, Page, Shenandoah, Frederick, Warren, and Clarke; and the **Cities of:** Buena Vista, Harrisonburg, Lexington, Staunton, Waynesboro, and Winchester.

This full-time position reports to the NVERS Director of EMS Programs and requires routine, non-overnight travel in OEMS Region 3.

Roles and Responsibilities

Include, but are not limited to:

- a. Manage assigned staff and contractors, accounting for time and performance to include assistance in the development of goals, performance evaluations, and assignment of projects/deliverables.
- b. Assist the NVERS Director of EMS Programs in ensuring proper programmatic oversight, including OEMS compliance reporting and project tracking.
- c. Represent the EMS Council at assigned meetings and regional/state committees when requested.
- d. Oversee development, delivery, and knowledge capture of assigned committees and working groups, including the Shenandoah Valley EMS Council Advisory Committee and all working groups.
- e. In coordination with the Shenandoah Valley EMS Council Advisory Committee and NVERS Director of EMS Programs, develop, implement, and update a comprehensive EMS Council workplan to serve OEMS Region 3 stakeholders.
- f. Coordinate EMS programming with stakeholders with the goal of enhancing collaboration among all EMS Council partners.
- g. Support the planning and delivery of an annual regional EMS awards ceremony and EMS continuing education symposium.
- h. Identify stakeholder project needs to improve the regional EMS system and emergency preparedness: including equipment, planning, performance improvement, training, and exercises.
- i. Foster community engagement and awareness to identify and advance regional EMS service needs and priorities.
- j. Ensure that appropriate inventory management records are established and maintained.
- k. Manage multiple projects with varying timelines and deliver results within expected deadlines and within budget projections.
- l. 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.

- Knowledge of EMS operations across career and volunteer agencies, including prehospital care delivery, regional coordination, and EMS system development.
- Experience with public sector collaboration and stakeholder engagement best practices.
- Strong leadership and supervisory skills, including the ability to set clear expectations, manage staff performance, and achieve deliverables on time and within budget.
- Excellent written and verbal communication skills, including the ability to draft reports, workplans, briefing materials, and stakeholder correspondence.
- Effective meeting facilitation skills, including agenda development, consensus-building, and documentation of deliverables/outcomes.
- Strong project management skills, including the ability to manage multiple concurrent initiatives with varying deadlines and funding requirements.
- Ability to analyze regional EMS system needs and translate them into actionable projects and deliverables.
- Ability to maintain productive relationships with a diverse group of stakeholders, including EMS agencies, hospitals, local governments, and OEMS staff.
- Exercises sound judgement, discretion, and professionalism when representing the EMS Council at meetings and public forums.
- Ability to manage competing priorities in a dynamic environment and adjust workplans as needed.
- Ability to travel in OEMS Region 3, as needed, in support of EMS Council programming and meetings.

Additional Qualifications

- A bachelor's degree in healthcare administration, public health, public administration, leadership, business administration, or a related field is required. A master's degree is preferred.
- Must possess a Virginia EMT-Basic certification or be able to obtain within 12 months of hiring.
- 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. 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.