

South Howell County Ambulance Application Education Coordinator

Section 1 - Human Resources

1. Full-time Position Posted: Educational Coordinator – circle below those which apply
 - a. EMT, Medic, CPR Credentialing desired but not required
 - b. Computer knowledge and data entry required
2. Application Period Begin Date: 2/4/19
3. Application Close Date: 02/08/19 or, Until Filled-----Date Filled:
4. Purpose for Posting:
 - a. Education Department has need for a clerical/appointment/admin assistant
5. Summary of Open Position:
 - a. Scheduling appropriate classes as needed.
 - b. Collaborate with education manager to prepare for a class/course.
 - c. Assists with preparation of any equipment needed for classes.
 - d. Ensures that appropriate pre and post course paperwork/certification are filed and distributed.
 - e. Any other responsibilities that are assigned by Education Manager
6. Requirements/Qualifications for Position:
 - a. Scheduling experience preferred
 - b. Excellent communicator verbally and in delivering digital information.
 - c. Ability to use a computer and internet etc.
 - d. Experience with Microsoft Outlook, Excel, Word, PowerPoint needed.

Section 2 - Applicant Section:

1. Go to our web-site www.shc-ems.com and fill out the on-line application under the employment tab