

## **Training and Education Administrator Position Available**

Title: Training & Education Administrator

Class: Full Time

Hours: 40+ hours/week

### **Description:**

Twin City Ambulance is family owned and operated and has been part of the Western New York community for more than 60 years. Our team is comprised of more than 250 EMS professionals who provide around-the-clock emergency medical services in the Cities of Tonawanda, North Tonawanda, and Lockport, the Towns of Amherst, Clarence, Newstead, Lockport, Wheatfield and Grand Island, and the Villages of Kenmore, Akron, and Williamsville. We also provide emergency medical standby service to KeyBank Center and the Buffalo Sabres, Canisius College, Shea's Performing Arts Center, Artpark, and several other Western New York venues.

We are currently looking for a Training and Education Administrator to join our team. This person will oversee our training schedule and be responsible for monitoring certifications, operating our learning management system, and completing recertification documents for our EMS providers. If you are a highly motivated professional looking for an outstanding opportunity with a growing company, we encourage you to apply.

### **Applicant Requirements:**

- Must be willing to become a New York State certified Emergency Medical Technician.
- Must be willing to obtain certification as an instructor in relevant EMS courses / disciplines.
- Experience managing a calendar of 8-10 professionals.
- Proficiency with Microsoft Outlook, Excel, and Word.
- Proficiency with web-based document management systems.
- Outstanding organizational, communication, and interpersonal skills.

### **Preferences:**

- Experience with New York State recertification and vouchering system.
- New York State Certified Lab Instructor / Certified Instructor Coordinator
- American Heart Association Instructor (CPR, PALS, ACLS).
- National Association of EMTs Instructor (EPC, AMLS, PHTLS).
- ITLS Instructor.

### **Responsibilities:**

- Learning Management System (LMS) administration.
- Calendar / schedule management.
- Certification tracking.
- Employee recertification.
- External agency recertification.
- Various clerical duties related to course delivery and recertification.

Benefits:

- Competitive salary.
- Health insurance.
- Dental insurance.
- Life insurance.
- 401(k).
- Flexible schedule.

Contact:

Interested applicants should send resume and cover letter to:

Andrew Knoell at [aknoell@tcaems.com](mailto:aknoell@tcaems.com)

This is an open posting. We will seek to quickly fill the vacancy with a qualified candidate. Interviews will be scheduled upon receipt of application materials. The posting will close when the vacancy is filled.

Submission of an application does not guarantee an interview. Twin City Ambulance is an equal opportunity employer. Address questions about this opportunity to Andrew Knoell at the above e-mail address or by telephone at (716) 692-2342 ext. 135.