Job Announcement: Executive Director

National Association of EMS Educators (NAEMSE)

Position: Executive Director

Employment Type: Full-time, Exempt, Contract

Reports To: NAEMSE Board of Directors

Work Location: Remote (U.S.-based)

Salary Range: $115,000–$125,000 annually

ABOUT NAEMSE (Sidebar)

The National Association of EMS Educators (NAEMSE) is the premier organization dedicated to advancing EMS education. NAEMSE supports educators across the United States and internationally through leadership development, accreditation resources, evidence-based teaching practices, and advocacy for excellence in EMS instruction. Our mission statement:

The mission of the National Association or EMS Educators is to Inspire Educational Excellence by supporting, elevating, and inspiring EMS educators to strengthen the EMS profession and improve patient care worldwide.

POSITION SUMMARY

NAEMSE is seeking an experienced and visionary Executive Director to lead the Association in fulfilling its mission and driving its strategic initiatives. The Executive Director serves as the senior administrative officer and works closely with the Board of Directors, staff, members, and external partners to ensure operational excellence, strategic growth, and member-centered service. This is a remote position requiring strong leadership, communication, and organizational skills.

KEY RESPONSIBILITIES

Strategic & Operational Leadership

- Ensure NAEMSE's programs and services meet member needs and advance the mission.
- Identify emerging issues and opportunities to strengthen EMS education.

- Implement strategic goals and long-range planning in collaboration with the Board.

Board & Executive Committee Support

- Serve as a non-voting member of the NAEMSE Board of Directors and Executive Team.
- Provide policy guidance, reports, and recommendations.
- Assist with agendas, committee coordination, and organizational initiatives.

Financial & Administrative Management

- Oversee internal operations including finance, HR, contracts, and infrastructure.
- Prepare annual budgets and financial reports.
- Ensure legal and regulatory compliance.

Meetings & Events

- Lead planning for NAEMSE conferences, workshops, and national events.
- Maintain strong relationships with vendors, partners, and members.

Staff Leadership

- Recruit, supervise, evaluate, and support staff.
- Promote a collaborative and high-performance culture.

Public, Government, and Organizational Relations

- Serve with the President as NAEMSE's spokesperson.
- Represent the Association to media, government agencies, and professional organizations.
- Advance NAEMSE's influence in EMS education policy.

Other duties as assigned by the NAEMSE board of directors as needed to support association goals.

QUALIFICATIONS

- Experience in nonprofit or association leadership (EMS or healthcare preferred).
- Experience in EMS education and or management desired but not required.
- Strong operations, finance, and strategic planning background.

- Excellent communication and relationship-building skills.
- Experience leading teams and managing complex programs.
- Ability to work effectively in a remote environment.
- Bachelor's degree in business administration or leadership. Master's degree **HIGHLY** preferred.

COMPENSATION & WORK ENVIRONMENT

- Salary: $115,000–$125,000 annually.
- Work Location: Remote within the U.S.
- Competitive benefits package.
- This role requires travel for events and leadership functions, along with periodic travel to the home office in Pittsburgh, PA to fulfill management responsibilities.

APPLICATION PROCESS

Submit the following:

- Cover letter outlining your qualifications and vision.
- Current resume or CV.
- Contact information for three professional references.

QUESTIONS?

Contact Dr. Bill Young, NAEMSE President at bill.young@eku.edu

Applications will be accepted until the position is filled.