



**MORRIS MINUTE MEN
EMERGENCY MEDICAL SERVICES**

**JOB POSTING
EMERGENCY MEDICAL SERVICES (EMS) ADMINISTRATOR
PART-TIME POSITION (24 hours/week)
HOURLY RATE \$30.00 Depending on Qualifications**

The Morris Minute Men EMS is searching for a candidate for the position of Part-Time EMS Administrator. The Administrator is responsible for assisting the President and Captain with organizing, directing, planning, and evaluating the daily administration and operations of the Organization and transitioning to a hybrid EMS organization. This position may expand to Full-Time hours in the future.

The ideal candidate will have a New Jersey EMT license (or eligible for reciprocity), a Bachelor's Degree in EMS, Health Services Administration, Public Administration, or a related field, and related EMS certifications. Candidates must also have a minimum of seven (7) years experience in pre-hospital medical care, preferably in a high-volume EMS system, and a minimum of three (3) years experience as a supervisor or manager in such a system.

Candidates should submit a letter of intent with their resume or CV to Linda Omaggio, President, at president@morrisminutemen.org by Friday, July 26, 2019. A full job description is available upon request.

P.O. BOX 192 • MORRIS PLAINS, NEW JERSEY • 07950
PHONE: (973) 539-1776 • FAX: (973) 539-1681

www.morrisminutemen.org