



Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE)

Seeks a Review Coordinator to compile and coordinate applications for accreditation of Emergency Medical Services (EMS) continuing education (CE) courses, assign accreditation reviewers, and assist clients with completion of their applications for accreditation. The candidate will answer to the Executive Director and work closely with the Executive and Accounting department to facilitate the efficient operation of the organization. CAPCE is a Non-Profit Organization (501 c 3) located in Dallas, Texas that accredits CE programs for EMS providers.

Knowledge and experience in the EMS system is preferred but not required. This position will become available in middle November 2017.

Main Job Tasks and Responsibilities

- Coordinate on-line applications for accreditation
- Assign and coordinate application reviewer teams
- Receive and answer accreditation questions from clients
- General clerical duties including preparation and mailing of written responses
- Retrieve accreditation documents when requested
- Handle requests for information
- Prepare written responses to accreditation applicants
- Maintain and catalog accreditation records
- Perform other duties as assigned by the Executive Director
- Continually evaluate and improve the CAPCE application process

Education and Experience

- Computer skills and knowledge of relevant software included within MS Office
- Knowledge of operation of standard office equipment
- Knowledge of clerical and administrative procedures and systems such as record keeping
- Knowledge of principles and practices of basic office management
- Three years' experience and working knowledge of the EMS system preferred

Key Competencies

- Communication skills - written and verbal
- Prioritization
- Information gathering and information monitoring
- Attention to detail and accuracy
- Adaptability
- Exceptional customer service
- Teamwork

Please send resume and salary requirements to Jay M. Scott, Executive Director, CAPCE, 12300 Ford Road, Suite 350, Dallas, TX 75234. jscott@capce.org.

Electronic (email) submissions are preferred.