**WMEMS is HIRING!**

**MCI/Communications Coordinator**

This is a temporary, contractor position that will run from February 1 until June 30 2021.

**Position Requirements:**

1. Must be a Region 1 currently-certified EMT (any level), in good standing with OEMS

2. Must be able to work independently and have valid driver’s license and own transportation

***Preferred Qualifications:***

1. Currently employed (full, PT or Per Diem) at a Region 1 agency

2. Moderate comfort level with Microsoft Excel and Word

3. Detail-oriented

 **Position description:**

The MCI/Communications Coordinator will assume several duties to provide overall support to WMEMS. In general this will be a “work-from-home’, ‘set your own hours’ position, that may require occasional scheduled visits to the WMEMS office in Northampton and/or PPE storage unit in Northampton.

1. Assume primary responsibility for PPE cache/distribution program for FY ’21.

* Organize/track PPE in climate-controlled storage unit
* Monitor expiration dates for product rotation and adhere to approved stock rotation policy
* Assist with requests for PPE and manage stock rotation
* Maintain documentation to satisfy Office of Preparedness and Emergency Management (OPEM) requirements.

2. Update Databases (Excel or comparable)

* Region 1 HHAN for DPH
* Communication Control Centers and agency dispatch centers
* Other database(s) as necessar

3. Update appendices (contact information etc.) in Regional MCI Plan as needed

4. Assist WMEMS Office in coordinating virtual trainings approved by OPEM (to be hosted by vendor)

* Communication with instructors and vendor
* Final review of presentations for errors
* Preparation of continuing education applications for EMT credit

Optional activities if time permits:

* Update supplemental information on Region 1 CHEMPACK plan
* Assist MCI/Communications Committee as needed

**Hiring details: The position pays $110/week for a maximum total of $2,420.**

**Contractor will receive a weekly check for $110 from WMEMS on receipt of a weekly invoice.**

**Contractor will receive a Form 1099 at the end of the tax year and will be responsible for payroll taxes. A temporary wmems.org email address will be provided for MCI/Communications-related use during the 22 week period. Estimated time investment: 2.5-4.5 hours per week**

**To apply for this position please submit:**

 **a brief resume**

**letter of interest and 2 professional references**

 **(please, no phone calls)**

**Please send to** **wmems@wmems.org** **no later than FRIDAY JANUARY 22 at NOON.**

**We will set up selected interviews during the week of January 25th!**