



## Request for Applicants

May 31, 2016

The Western Regional Emergency Medical Service and Trauma Advisory Council (WRETAC) is accepting applications for the position of WRETAC Coordinator. The WRETAC is also referred to as the Western Regional Emergency Medical Services Council, Inc. and is a Colorado non-profit corporation that was founded approximately 20 years ago.

This is a part time position based on a 25 hour work week. Additional hours are available, as needed with approval, and bonus incentives are available for exceptional performance. The position requires travel around the western region, Denver and other areas. The Coordinator works for and answers to the Board of Directors, with direct oversight from the President of the Board. Duties include management of the day-to-day functions of the WRETAC, submission of regular financial and activity reports and plans to the Colorado Department of Public Health and Environment in coordination with the Board of Directors and Treasurer, and coordination with and support of EMS agencies and facilities within the region.

Areas of experience should include budget processes, grant management, financial management, regional project coordination, and superior oral and written communication skills. Preferred qualifications include graduation from an accredited college or university with a bachelor's degree in Emergency Medical Services, Nursing, Medicine or other field of study related to the work assignment and five (5) years of professional experience in emergency medical and trauma services that includes an understanding of EMS and trauma system operations and development. Compensation, \$30 per hour with bonus incentives available for exceptional performance.

The application packet should include: Cover/personal letter of intent, application, resume, and a "short paper". The short paper is to be no more than 5 pages, double-spaced, 12pt. font, describing how the WRETAC should affect actual patient care in our region. Address any 5 of the 15 components of EMS in the discussion.

Application packets are due on or before June 22, 2016. Please submit by email to Jerry Gray, WRETAC President, at [grayj@lakecity.net](mailto:grayj@lakecity.net). Any questions can be sent to the same email address. Invitations to interview or a receipt acknowledgment will be sent to all applicants by June 24, 2016.

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