



## POSITION DESCRIPTION

**POSITION TITLE:** Contract Training Coordinator

**TYPE:** Hourly, 18-month contract position

**HOURS:** Part to Full Time (20-30 hours a week first 3-months, then up to 40 hours a week for remainder of contract.)

### **BASIC FUNCTIONS AND PURPOSE OF THE POSITION:**

The Training Coordinator will work directly with South King County Fire Training Consortium (SKCFTC) and other fire departments within King County to schedule mental resilience training courses for 2000 first responders. This is a contract position, funded solely through a grant to the Medic One Foundation and housed at SKCFTC. Ideal start date for this position is November 2021.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Working directly with South King County Fire Training Consortium and mental health providers:
  - Organize, schedule, and manage mental health resilience trainings for first responders at various locations throughout King County. This includes traveling to sites for set-up, Audio/Video management, and site clean-up.
  - Organize, schedule, and manage virtual training activities and assessments as needed to local King County fire personnel.
  - Assist in coordinating printing of all collateral for trainings.
  - Track and maintain all data on the program's effectiveness.
  - Assist in creating and executing surveys and evaluation plans.
  - Provide administrative support as needed.
- Serve as the Foundation's liaison to South King County Fire Training Consortium, local fire departments, and the mental health providers.
- Manage program expenses and vendor payments.
- Assist with reporting, including quarterly grant reports.
- Other duties as assigned.

### **POSITION SPECIFICATIONS:**

#### REQUIREMENTS:

- Two years of higher education and demonstrated administrative support experience.
- Reliable vehicle to travel to and from trainings.
- Valid Washington state driver's license.

#### KNOWLEDGE AND ABILITIES:

- Excellent computer skills, including intermediate level skills with Microsoft Office Suite, Zoom, and Teams.
- Ability to operate audio and visual equipment, including cameras, projectors, and microphones.
- Excellent telephone etiquette.
- Strong organizational skills and attention to detail.
- Demonstrated ability to work with diverse people with tact, diplomacy, discretion and sensitivity, and experience working effectively with senior administrators and professionals.
- Ability to handle highly sensitive, confidential information appropriately.
- Ability to consistently apply sound professional judgment and critical thinking to address complex issues and solve problems, including the ability to ask for advice and/or assistance as needed.
- Ability to organize and prioritize a diverse workload in a busy environment.
- Ability to work both collaboratively and independently while taking initiative to meet all deadlines.
- Knowledgeable of Fire and EMS systems.
- Friendly, enthusiastic, and positive attitude.

#### DESIRED:

- Current or past experience working in a Fire or EMS system.

#### COVID-19 VACCINATION REQUIREMENTS:

Per Governor Inslee's Proclamation 21-14.1, healthcare providers must be fully vaccinated against COVID-19 no later than October 18, 2021 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Because this position works directly with healthcare providers and within King County Fire Stations, this newly hired employee will be required to provide proof of COVID-19 vaccination.

EXTERNAL CONTACTS: The position has contact with the public, community organizations, fire departments, and city and county departments. These contacts are required for giving and receiving information on services, special projects, and other information regarding the Foundation and South King County Fire Training Consortium.

JOB CONDITIONS AND PHYSICAL EFFORT: Duties and responsibilities are performed inside and outside of an office environment. Local travel to and from locations will be required. Medic One Foundation reimburses employees for mileage driven for work related events.

HOURS: Part to Full time (20-40 hours per week), non-exempt contract position with the Medic One Foundation.

PAY RANGE: \$26.00-\$32.00 an hour DOE. Plus benefit package.

TO APPLY: Email cover letter and resume to Kim Duncan Martin at [kim@mediconefoundation.org](mailto:kim@mediconefoundation.org)

DESIRED START DATE: December 1, 2021

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