



**KANSAS EMS ASSOCIATION**  
6021 SW 29th St., Suite A PMB 359 | Topeka, KS 66614  
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***Unity Is Strength***

# JOB OPENING

**Job Title: Chief Operations Officer**

Reports to: KEMSA President/KEMSA Board

Part-time Contract Position  
Salary Based on Experience

This position is responsible for the immediate management of communication, educational events, and administrative activities for KEMSA. The COO must serve the needs of the Association's membership per the direction of the Association's President and Board of Directors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

## **A. Membership Services**

1. Accurately maintains KEMSA's membership information for all levels of membership.
2. Processes new and renewal memberships in a timely fashion.
3. Prepare membership reports for board meetings.
4. Must communicate to KEMSA members and board members in a timely fashion.
5. Manage KEMSA membership benefits.
6. Works with KEMSA's membership committee and others as it relates to assignment of projects, quality of results, timeliness, etc.

## **B. Communications Facilitation**

Produces accurate and appropriate communication as follows:

1. Acts as liaison between the KEMSA board and committees, officers, general membership, related organizations and vendors
2. Ensures the publication of KEMSA's magazine on a quarterly basis
3. Ensures the distribution of KEMSA's e-news every other month and legislative updates weekly during the session
4. Ensures the accuracy and usability of KEMSA's web site and related components
5. Ensures the dissemination of information to KEMSA's membership via email, social media, list serve, e-news, website, etc.

## **C. Conference Management/Event Planning**

Works in unison with respective chairs to produce high-quality events that address KEMSA's mission as follows:

1. Facilitates and prepares items for KEMSA's board meetings every other month to include the COO report

2. Attends and takes notes at the monthly board meetings to assist the secretary as needed
3. Facilitates Annual Conference and Trade show in concert with the designated committees
4. Manages annual conference vendor and sponsor recruitment.
5. Facilitates educational seminars, conferences, and other meetings as directed by the Board of Directors
6. Coordinates event materials, registration, and other needs with host locations.
7. Promotes events through various ways.
8. Provides support to KEMSA societies as needed with events and other needs.

#### **D. Project Development and Implementation**

As directed by the Board of Directors, develop and implement projects in keeping with KEMSA's mission, to include, but not be limited to:

1. Satisfaction Survey
2. Membership benefit enhancement
3. Membership recruitment
4. Grant Participation and Opportunities

#### **E. Office Administration**

Maintains the day-to-day operations of the KEMSA office as it relates to:

1. Daily operations of the KEMSA office including acting as a central point of contact for all association business
2. Technology
3. Vendor relations
4. Membership relations
5. Gift Shop Inventory
6. Other duties and tasks as assigned

#### **F. Financial Management**

In collaboration with the Treasurer of the KEMSA Board of Directors, COO will be responsible to:

1. Manage and accurately maintain KEMSA's Accounts Receivable
2. Manage and accurately maintain KEMSA's Accounts Payable
3. Assist in the preparation of and operate within KEMSA's Annual Budget
4. Prepare monthly financial reports and send to Treasurer and President and prepare reports for board meetings
5. Manage KEMSA financial obligations and reports with the IRS.

#### **Position Type/Travel/Physical Abilities**

This is a part-time contract position (20-30 hours a week) with flexible hours as determined by the task being performed. There is an opportunity to grow the position to a full-time position at the direction of the KEMSA Board. The position sometimes requires long hours and weekend work during the annual conference or other events. For some of the training, there is travel and the necessity to stay overnight. Because of the variable nature of the work: in and out of the office, some short-term travel, opportunities to attend EMS World, the State EMS Association Networking Meeting, or other events may be available.

This job operates from a professional home office environment, conference venues, and exhibition hall. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. During the conference, this position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee must frequently lift and move items up to 10 pounds.

#### ESSENTIAL SKILLS AND EXPERIENCE

1. Home office or other space for completing tasks is required.
2. Experience working for/with non-profits is preferred.
3. Event planning experience is preferred.
4. Must be able to work independently and produce measurable results from a home office location.
5. Must be able to successfully handle multiple projects at the same time.
6. Be able to promote quality values through the organization.
7. Must possess a professional concern for quality of work.
8. Competent in using computers and IT issues in general, with an excellent working knowledge of using Microsoft Word and Excel software packages, using email and internet, experience working with databases.
9. Demonstrate proper telephone techniques and etiquette
10. Responds quickly to all oral and written communications
11. Takes full advantage of computer programs to maximize productivity
12. Able to coordinate and prioritize workload
13. Works well in cooperation with others for the benefit of the organization
14. Must be reliable to meet schedules and deadlines
15. EMS experience appreciated, but not required

#### ESSENTIAL PERSONAL QUALITIES

1. Must be a self-starter and demonstrates a high level of initiative
2. Ability to work under own initiative and unsupervised
3. Is able to develop positive working relationships
4. Sets high standards of personal performance
5. Excellent interpersonal and communication skills
6. Ability to work well with different personalities

If you are interested in this position, please send your resume along with a cover letter to [mary@kemsas.org](mailto:mary@kemsas.org). **Resumes will be accepted until January 31, 2021** with interviews in February.

The cover letter should include: why you want to work for KEMSA, the qualities/skills you have that make you a good candidate, what you can contribute to the organization, and your salary requirements.

This is a contract position. Salary based on experience. Opportunities to grow the position are available. No additional benefits available.