



## Stroke Smart Coordinator & Data Analyst (Part-time)



Under general supervision, this position supports the Stroke Smart initiative by communicating with, educating, and supporting communities and community leaders in maintaining Stroke Smart communities throughout Northern Virginia.

The ideal candidate will be passionate about reducing death and disability through stroke education and will be a skilled writer and an effective public speaker, comfortable with educating large and small audiences in person and online. The self-driven position requires outreach efforts to government and business leaders to create educational opportunities. Our combined goal is to train everyone who lives, plays, and works in Northern Virginia to recognize the signs of a stroke and call 911 when those signs are present.

This part-time position allows for a maximum of 32 hours per week and combines in-person and telework.

Requires driving to areas throughout Northern Virginia (i.e., the Cities of Alexandria, Fairfax, Manassas, Manassas Park, and the Counties of Arlington, Fairfax, Loudoun, and Prince William) as necessary. May require minimal travel within the Commonwealth for stroke-related meetings or presentations.

### Stroke Smart Coordinator

- Interacts with community leaders to educate, promote, and maintain Northern Virginia's Stroke Smart communities.
- Establishes and maintains effective business relationships with community leaders.
- Presents complex information to large groups in an easily understood format.
- Communicates effectively both orally and in writing.
- Provides Stroke Smart training in person and virtually.
- Attends training workshops and conferences to stay abreast of stroke research and technology.
- Provides input and updates Council website and social media platforms with stroke-related articles, research, educational literature, and stroke survivor outcomes and stories as needed.
- Attends meetings as required, such as Northern Virginia EMS Council Stroke and Board of Directors meetings.
- Attends public events such as fairs, festivals, and community events to network and promote Stroke Smart education in our communities.
- Other duties, as needed, are assisting other staff, fulfilling our Mission, and representing the Northern Virginia EMS Council as an integral part of Virginia's comprehensive EMS system.

### Data Analyst

- Assists with developing data sets and extracts, data standards, and models to ensure complete, correct, accessible, and shareable data for regional Council meetings.

- Designs and runs basic database queries to assess or validate data.
- Collates and presents healthcare-related data to stakeholders effectively.

#### Required Knowledge, Skills, and Abilities:

1. Proficient with Microsoft Office and Google Suite applications.
2. Experienced with other educational tools, presentation tools, and resources.
3. Proficient with virtual meeting platforms.
4. Proficient with oral and written communication skills.

#### Required Qualifications:

1. Previous experience as an EMT (or higher) or other licensed allied health professional.
2. Ability to organize, plan, and coordinate the various training programs efficiently and effectively.
3. Ability to establish and maintain excellent working relationships with stakeholders.
4. Must have reliable transportation and submit a current official driving record before employment.

#### Preferred Qualifications:

1. Virginia or National Registered EMT or higher certification or other allied health professional licensure.
2. Candidate shall not have any current imposed enforcement action from the licensing or certification authority.
3. Associate degree in emergency medical services (EMS), nursing, or closely related field or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities, including extensive knowledge of adult learning principles and techniques.
4. Prior teaching experience.
5. Prior leadership or supervisory experience.

#### Compensation:

Starting Salary Range: \$20-30 per hour based on qualifications and experience.

#### Physical Demands:

Moderate physical activity. Requires handling of average-weight objects up to 30 pounds.

#### Other Requirements:

This position requires a satisfactory background investigation, a credit check, and a drug screen.

***The Northern Virginia Emergency Medical Services Council, Inc. is An Equal Opportunity Employer***