



## Interstate Compact Advocate Employment Opportunity

CLOSES 6/3/16

### **Overview:**

Association and Society Management International, Inc. seeks qualified candidates who will work primarily with state emergency medical services (EMS) officials, leadership from within state EMS systems, interstate compact experts, the National Registry of EMTs and staff of other interstate compact commissions to assist and enable states who are filing or supportive of the Recognition of EMS Personnel Licensure Interstate CompAct (REPLICA) legislation with informational needs. The Advocate will also retrieve and assess materials from other compact commissions and expert sources, work closely with the states that have enacted the law, and prepare drafts of materials that will be needed upon activation of REPLICA and outset of Commission proceedings.

### **Job Responsibilities:**

Establishes relationships with state EMS directors or their designees for the purposes of monitoring conditions and offering technical assistance related to adoption of REPLICA. Monitors the status of every state's legislative efforts, progress and status, inputs information for graphical analysis, and generates reports. Catalogues information related to challenges and barriers faced by states. Develops and maintains informational materials such as Frequently Asked Questions and responses to specific questions, talking points, and similar materials to help advocate passage. Collects information from states (e.g., testimony, handouts, etc.) and disseminates to others. Produces promotional materials by maintaining existing and developing new presentation content. Conducts presentations through both electronic (i.e., webinar) and in-person means. Obtains and assesses agendas and supporting materials from other recently formed Compact Commissions (e.g., the Interstate Medical Licensure Compact) and drafts sample documents for consideration by the REPLICA Commission. Consults with subject matter experts such as the staff of the Council of State Governments (CSG) National Center for Interstate Compacts (NCIC) and the National Association of State EMS Officials (NASEMSO) Executive Director for specific information or strategy formulation needs. Staffs an interim committee comprised of REPLICA state EMS directors.

## **Job Duties:**

- Monitors conditions and legislative results; coordinates communications actions with state EMS directors and state or local EMS industry representatives.
- Orients and coaches state EMS directors and other agents for change on a per state basis.
- Assists states by answering questions and responding to requests.
- Develops marketing strategies by examining state legislative cycles and plans, schedules, and completes requirements for direct advocacy in conformity to the state EMS director's preferences.
- Develops basic presentation approaches by reviewing materials and information provided by the NASEMSO Executive Director, states that have enacted REPLICA, and CSG/NCIC.
- Keeps NASEMSO members informed by compiling, analyzing, and reporting legislative status and results; forwards projections and updates.
- Provides regular updates to national associations, national organizations, and federal agencies.
- Seeks expert advice from and provides regular informational updates to CSG/NCIC.
- Determines requirements by reviewing state and EMS industry requests; considers scheduling factors.
- Obtains NASEMSO approval of mature draft products.
- Enhances the NASEMSO and REPLICA reputation by accepting ownership for executing new and different requests, exploring opportunities to add value to job accomplishments.
- Revises website content via requests to the webmaster and identifies improvement opportunities.
- Travels on an as-approved basis (approximately 6-10 trips annually).
- Updates job knowledge by participating in distance educational opportunities, reading professional publications, maintaining personal networks, participating in professional organizations.
- Improves quality results by studying, evaluating, and re-designing processes; recommends changes to content of informational materials.
- Meets work standards by following production, productivity, quality, and customer-service standards; resolves operational problems; identifies work process improvements.
- Accomplishes organization mission by completing required tasks as needed.

## **Skills and Qualifications:**

Literacy and credibility in the EMS industry.

Demonstrated writing ability in the regulatory voice.

Competency in MS Office products (Outlook, Word, Excel, and PowerPoint at a minimum).

Preferred: bachelor's degree and experience working in a state EMS office.

Essential strengths: project management, fostering teamwork, responsiveness, strategic positioning, organization, participatory decision making, promoting improvement, proactive, information management, relationship management, developing materials, productivity.

## **Compensation and Employment Conditions:**

- \$80,000-\$95,000 depending on qualifications for a 1,750 hour work year (35 hours/week for 50 weeks).
- Maximum contract duration of 2 years, during which teleworking from outside of the greater Washington DC area is acceptable.
- This position may evolve into the future Executive Director position for the REPLICA Commission administration, but this is not guaranteed.

## **To Apply:**

Send a cover letter, resume or CV, and two examples of laws, rules, regulations, and/or policies written primarily by the applicant as a single .pdf to [info@nasemso.org](mailto:info@nasemso.org) by 11:59 pm Eastern Time on June 3, 2016. Back-up hard copies may be mailed to:

REPLICA Advocate Search  
c/o ASMI, Inc.  
201 Park Washington Court  
Falls Church VA 22046

**More information about REPLICA can be found [here](#).**

(<http://www.nasemso.org/Projects/InterstateCompacts/index.asp>)

**More information about interstate compacts can be found [here](#).**

(<http://www.csg.org/ncic/>)

/end/