



P.O. Box 202
Waterville, ME 04903
(207) 209-3944
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The Maine Ambulance Association (MAA) is seeking proposals from individuals or organizations to provide Executive Director services. The MAA is a non-profit (501)(c)(6) professional trade association whose mission is to support the Maine EMS system

The individual or organization providing Executive Director services (“Contractor”) is the primary contact and voice of the MAA, which requires extensive familiarity with the Maine EMS system, the legislative and rulemaking processes, and the needs of service administrators.

The Contractor works closely with an Executive Board (4) and Board of Directors (3), on policy matters and general goal setting. However, much of the work to carry out those goals is then handled with a large degree of autonomy.

The Contractor will be the primary point of contact for information and technical assistance by service administrators, municipal leaders, the media, and the legislature. Prompt responses to all inquiries is expected.

The Contractor will also attend and participate in Maine EMS meetings such as the Board of EMS, the Medical Direction and Practices Board, and other board committees and work groups as needed.

The Contractor will work to coordinate training and education programs relating to EMS administration.

Skills required include, but are not limited to:

- Experience with the Maine EMS system, ideally including both field providers and administration.
- Familiarity with state government and the Maine EMS system structures, leadership, and operations.
- Experience with the rulemaking and legislative processes, including drafting and evaluating legislation, attending and participating in public hearings and work sessions, and interaction with legislators.
- Experience with public relations, information, and education. Including media relations and municipal governments.
- Effective communication skills, written and spoken.
- Ability to work with minimal supervision, yet understand when to engage association leadership
- Basic accounting
- Website maintenance (WordPress, or similar experience and ability to learn)

It is estimated that the workload will be heaviest when the legislature is in session, perhaps approaching or exceeding 40 hours some weeks. The contract shall include a fixed annual rate taking into consideration that the workload changes, and often lessens, when the legislature is not in session.

The initial contract period is one year. It may then be renewed at the discretion of the Executive Board and Board of Directors with adjustments as mutually agreed upon.

This is a contract for services; the MAA will issue a 1099 to the individual or organization serving as Executive Director. Income taxes are the sole responsibility of the contractor.

Proposals will be accepted until August 1, 2021, and may continue thereafter until a proposal has been accepted.

Questions and proposals may be submitted via e-mail to: info@maineambulance.org or via USPS to: Maine Ambulance Association, PO Box 202, Waterville, ME 04903.