

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Social Media & Public Relations Coordinator	SOG #101-003K
	Approved: Chief Christopher J. Reynolds	Initiated: October 2023 Revised: N/A

Classification

Committee Head

Reports to

Deputy Chief

POSITION DESCRIPTION

Summary/Objective

The Social Media / PR Coordinator will oversee the committee members and be responsible for the coordination and scheduling of Stand-by events, PR events, and Social Media. Coordinator will work hand in hand with the Assistant Chief, Executive Director, numerous LPEMS Coordinators, as well as outside agencies.

Essential Functions

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
4. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts.

Responsibilities

1. Obtain all applications and requests for Stand-by & PR event appearances.
2. Ensure proper forms are completed and on file.
3. Work with Volunteer Coordinator to attempt to schedule volunteers for these events.
4. Work with Chief to schedule compensated staff for events if unable to cover with Volunteer's.
5. Maintain and order PR related supplies within budget.
6. Submit Invoices and collect Stand-by fees and immediately turn over to Executive Director.
7. Maintain Official LPEMS Website
8. Maintain Official LPEMS Social Media Pages.
 - a. Ensure organizational messages are relayed.
 - b. Boost organizational profile.
 - c. Ensure comments on pages do not contain offensive and obscene language.

9. Must submit a monthly report to the Assistant Chief and Chief of Operations on or before the 3rd Friday of the month.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility

The Stand-by and Public Relations Coordinator will oversee members of the committee only while engaged in committee assigned responsibilities.

Signatures

This position description has been approved by all levels of management:

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member _____ Date _____

Chief of Operations : _____

CC: File

