



ESA. THE BEST ARE READY.

EMS Program Coordinator

Emergency Services Academy Ltd. (ESA) — Sherwood Park, AB (On-site)

About Emergency Services Academy (ESA)

For more than 25 years, Emergency Services Academy Ltd. (ESA) has been a trusted leader in fire service, paramedic, and specialized emergency services education and training in Alberta and across Canada. As a licensed private career college, ESA is recognized for delivering rigorous, high-quality programs that prepare graduates to serve with professionalism, confidence, and operational excellence.

ESA's training and professional services span a broad range of emergency services disciplines, including:

- Paramedic and EMS education, featuring our Medical First Responder (MFR), Emergency Medical Responder (EMR), and Primary Care Paramedic (PCP) programs.
- Firefighter and fire-service training, including:
 - Accredited Professional Firefighter Training (NFPA-aligned),
 - Specialized fire-service courses for industrial, volunteer, and municipal departments, and
 - Fire officer and leadership education to support career progression and organizational leadership capacity.
- Custom EMS and fire training for municipalities, Indigenous communities, and public-safety organizations—tailored to local operational needs and delivered through collaborative partnerships.
- Strategic consulting and system-level solutions, helping emergency service agencies enhance operational readiness, workforce capability, and service delivery models.
- Leadership and executive education for emerging and established leaders in EMS, fire, emergency management, and public safety.

Deeply connected to the emergency services community, ESA is proud to support first responders, partner organizations, and communities across Alberta and beyond—building safer systems, stronger teams, and future leaders in the field.

The Opportunity

ESA is seeking an experienced, management-level EMS Program Coordinator to provide strategic and operational leadership for all ESA EMS programs. Reporting to the Director, you will oversee program delivery, faculty performance, accreditation standards, and key external partnerships. This role is central to our mission and requires a proven leader committed to excellence in education, collaboration, and continuous improvement.

EMERGENCY SERVICES ACADEMY LTD.

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What You'll Do

Leadership & Faculty Management

- Lead EMS faculty on a day-to-day basis; recruit, hire, mentor, and evaluate instructors.
- Foster a positive, high-performance teaching culture grounded in professionalism, accountability, and student success.

Program Planning & Delivery

- Plan and coordinate schedules, resources, and instructional activities for all EMS programs.
- Ensure consistent, high-quality delivery across classroom, lab, clinical, and simulation environments.

Curriculum & Quality Assurance

- Lead curriculum development and evidence-based program improvements.
- Ensure compliance with accreditation standards (Alberta College of Paramedics, Accreditation Canada) and support program approval processes.
- Oversee scenario design, lab evaluations, competency audits, and ongoing quality assessments.

Regulatory & Safety Compliance

- Ensure ESA's EMS programs meet all OH&S requirements and internal safety standards.

Partnerships & External Relations

- Manage external EMS training contracts and partnerships, including collaborations with Lakeland College, Rupertsland Institute, Indigenous communities, fire departments, and public-safety organizations.
- Participate in committees, working groups, and advisory councils as an ESA representative.

Student Support & Administration

- Support student appeals processes, academic integrity reviews, and other administrative responsibilities.
- Analyze student performance, evaluation metrics, and survey data to drive continuous improvement.

What You Bring

- Relevant health or education-related degree (or equivalent experience); Master's degree preferred.
- Current Advanced Care Paramedic (ACP) registration with the Alberta College of Paramedics and a minimum of five years of field experience.
- Instructor/coordinator certification in at least one EMS-related program (e.g., ACLS, ITLS, PALS, BLS).
- Demonstrated success leading faculty, teams, or training programs.
- Excellent written and verbal communication; strong organizational and interpersonal skills.
- Proven ability to lead strategic planning, quality management, and data-informed program enhancements.
- Experience with curriculum review, instructional design, simulation-based training, and competency assessment.

Assets

- Experience working with EMS providers, post-secondary institutions, Indigenous organizations, or fire departments.
 - Familiarity with ESA's policies, accreditation processes, and student appeals procedures.
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Why Join ESA

At ESA, you'll have the opportunity to make a meaningful impact on the future of emergency services in Alberta and beyond. You'll work with a dedicated and experienced team, help strengthen programs that matter, and contribute to an organization that takes great pride in its mission, its partners, and its people.

We value innovation, collaboration, and continuous improvement—and we are looking for leaders who share those values.

Apply by December 5, 2025

Please email your résumé to Chelsey.Reid@ESAcanda.com with the subject line:

“EMS Program Coordinator – Your Name.”

Only shortlisted candidates will be contacted.

