



Leadership/Management Opportunity Director of Administration

The Director of Administration will lead and manage all aspects of the non-clinical operations of Bennington Rescue Squad. This will include but is not limited to:

- *Planning, implementing, controlling, analyzing, and improving business services, billing operations, business development and human resources.*
- *Analyzing and controlling budgets, disbursements, assets and investments;*
- *Meeting organizational and financial standards;*
- *Assuring legal, regulatory, and reimbursement compliance; mitigating risks;*
- *Creating a positive Bennington Rescue public image;*
- *Leading Bennington Rescue as a member of the leadership team to achieve Bennington Rescue mission and vision.*

This is a Full Time (1.0 FTE), benefit eligible, exempt position.

About Bennington Rescue

We are a non-profit 501(c)(3) organization. We are comprised of dedicated, skilled and compassionate professionals, whose mission is to provide quality emergency medicine and specialty services, while promoting a healthier community through patient care, education, and public service.



We are located in the beautiful Green Mountains of Vermont, only a short drive from the Albany, NY Capital Region and near a large variety of outdoor activities year-round. Bennington Rescue is the first Mission:LifeLine Gold Plus Award Recipient in Vermont. Come see what makes this crew one of the best!

Benefits: We offer a generous benefits package including:

- Combined Time Off
- Medical Coverage
- Retirement Matching
- Continuing Education and Professional Development

Application Process:

A list of qualifications, additional information and forms may be found at www.benningtonrescue.org

Applicants must submit a Letter of Interest, a current CV or Resume, and a completed application to application@benningtonrescue.org on or before **September 1, 2017**.