



Administrative Assistant

Background

The American Immunization Registry Association (AIRA) is a 501(c)(3) nonprofit membership organization that promotes the development and implementation of immunization information systems (IIS) as an important tool in preventing and controlling vaccine preventable diseases. The organization provides a forum through which IIS programs and interested organizations, individuals and communities combine efforts, share knowledge, and promote activities to advance IIS and immunization programs. A strong, unified voice for standards, policy and funding, AIRA is a resource for data exchange standards development, information sharing, education and training.

AIRA is seeking an Administrative Assistant to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to members, managers, and employees, and assisting in the planning, organization, and implementation of the organization's day-to-day activities.

AIRA is looking for a team player who will demonstrate drive and initiative. The successful candidate will possess a positive, optimistic, can-do attitude and have demonstrated problem-solving skills, a strong work ethic, and the ability to work independently in a fast-paced environment. The ideal candidate will be punctual, dependable, and detail oriented; able to multi-task; and have excellent computer/typing, verbal and interpersonal skills.

Job Responsibilities

In this role, the Administrative Assistant, under the direction of AIRA's Director of Strategic Initiatives, will perform a variety of services. Specifically, the position is responsible for providing general administrative support for team-wide activities, including meetings, work groups, and projects, and providing support for related communications.

Duties may include, but are not limited to, the following:

- Supporting and providing structure for the AIRA Board of Directors, including scheduling and managing meeting appointments, coordinating schedules with directors, drafting meeting and committee agendas, overseeing the annual election cycle, drafting and routing correspondence and documents plus collecting and analyzing information.
- Soliciting Board meeting topics from relevant parties and take Board meeting minutes, plus organizing and executing ad hoc board-level projects and tasks.





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- Supporting and providing structure for AIRA committees and work groups by managing calendar appointments, soliciting meeting topics from committee members, drafting and distributing meeting materials and taking meeting minutes.
- Organizing and executing group projects and tasks as needed.
- Uploading committee documents, updating event calendars, and posting relevant materials to the AIRA website, as needed.
- Supporting AIRA's Strategic Initiative team by helping to manage AIRA's Customer Relationship Management (CRM) tool through data entry into the CRM, drafting correspondence, and supporting data quality practices.
- Providing support for virtual and live events by managing conference lines and web-meetings, printing and assembling meeting documents and materials, and creating on-site meeting preparation lists.
- Assisting with in-person meetings by coordinating travel arrangements and accommodations and distributing agendas, materials, and itineraries.
- Providing support to AIRA's membership by updating members' profiles, drafting correspondence, and providing additional support as needed.
- Providing ad-hoc administrative support for the Strategic Initiative team, including coordinating schedules with partners, drafting meeting agendas, routing correspondence, drafting letters and documents, collecting and analyzing information, and executing tasks, as appropriate.
- Supporting special projects and other duties as assigned.

Summary of Duties:

Focus Area	Duties	% of time
Team Support	<ul style="list-style-type: none">• Provide administrative support for internal software applications (e.g. MemberClicks, SmartSheets, Zoho, etc.).• Provide assistance in the development of internal documentation and process materials to operationalize projects.• Support the team through assisting with the coordination of project, program, and organizational activities.	35%





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Focus Area	Duties	% of time
Meeting Support	<ul style="list-style-type: none">• Support and provide structure for various AIRA committees and work groups by managing calendar appointments, soliciting meeting topics from committee members, drafting meeting agendas, taking minutes at each meeting, and organizing and executing related projects and tasks as needed.• Provide support for virtual and live events by managing conference lines, managing web-meetings, printing and assembling meeting documents and materials, and creating on-site meeting preparation lists including coordination with other AIRA support staff.• Provide logistical support for virtual meetings including Zoom and Uber Conference coordination and calendar appointments in collaboration with other AIRA support staff.• Assist with in-person meetings by coordinating travel arrangements and accommodations, printing and shipping meeting materials, and distributing agendas and itineraries.	35%
Board Support	<ul style="list-style-type: none">• Support and provide structure for the AIRA Board, including meeting support, overseeing the annual election cycle, drafting and routing correspondence and documents plus collecting and analyzing information.• Organize and execute ad hoc board-level projects and tasks.	25%
Other	<ul style="list-style-type: none">• Other duties as assigned.	5%





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Knowledge

The ideal candidate will have:

1. Proficiency with Microsoft applications (Word, Excel, PowerPoint, Outlook, OneNote).
2. Good judgment about communication – including appropriate content, tone, and timing.
3. Some familiarity with public health and/or a willingness to learn more about it.

Experience & Qualifications

- Bachelor's degree in a relevant field.
- Experience working within fast-paced teams coordinating and supporting multiple people and projects – remotely is ideal.
- Experience hosting meetings using Zoom.

Ability to:

- Create structure and implement organization across groups.
- Master new technologies and applications as needed.
- Understand and resolve complex issues across multiple systems.
- Support efficient and timely completion of program projects and activities.
- Maintain sensitive data in a confidential manner.
- Change direction and re-prioritize in response to evolving situations.
- Delegate tasks and train others when needed.
- Prioritize conflicting needs, handle tasks and requests expeditiously and proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Demonstrate interpersonal skills such as diplomacy and patience.
- Emulate the style, philosophy, and persona of the organization with a positive and professional approach.
- Establish and maintain cooperative and effective working relationships with others and coordinate across groups of people.
- Work independently with little or no supervision.





- Work in a remote/virtual office environment.
- Travel (occasionally, post-pandemic).
- Pass a background and reference check.

Possess:

- A passion for providing structure and support for colleagues.
- A curiosity about new technologies and a willingness to learn new skills and tools.
- Experience juggling multiple projects and deadlines successfully.
- A solid track record of meeting deadlines and being responsive.
- High level writing, editing, and communications skills, including the ability to communicate clearly and appropriately with board members, health professionals and lay public via both verbal and written communications.
- The ability to build strong relationships.
- Outstanding time management skills.
- Attention to detail, positive, optimistic, can-do attitude and have demonstrated problem-solving skills, a strong work ethic.
- Computer proficiency (typing, emailing, web browsing, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, Microsoft OneNote, etc.).
- Multi-tasking skills, organizational, time/decision management skills.
- Initiative to conceive and implement new ideas to improve the success of the organization.

Other Relevant Information

- This position is full-time with benefits.
- Headquarters are in Washington, DC, but this position will work remotely (telecommute).

Application Process

Applicants must complete and submit an application packet consisting of:

1. AIRA Job Application
2. Cover letter
3. Resume





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4. Writing sample – 2-3 paragraphs maximum, email correspondence is acceptable

All forms must be compiled into one electronic document and submitted in PDF FORMAT ONLY. Title application as follows: *SI Administrative Assistant – [applicant's last name] April 2021*. Electronic applications will only be accepted for this position. Send complete application package to admin@immregistries.org. Applications that do not include the requested information in the correct format may not be considered.

Submission Deadline

The deadline for the submission of applications is Friday, May 7, 2021. Consideration of applicants will begin immediately upon receipt of application.



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