



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Informatics Project Coordinator Position Posting

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 hiring two Informatics Project Coordinators across the Health Informatics Division, one to serve on the Immunization (IZ) Gateway/Onboarding Shared Services Team and a second to work on the Immunization Integration Program (IIP) Team. The IZ Gateway/Onboarding Shared Services (OSS) Team supports immunization awardees with onboarding training and resources as well as direct assistance with onboarding providers to jurisdictional IIS. This team is also responsible for providing subject matter expertise to support the exchange of immunization data through CDC's IZ Gateway routing application and supporting the IZ Gateway team in developing policies, procedures, and best practices to support connections through the IZ Gateway. The IIP Team seeks to increase immunization data quality and data use through collaboration, measurement, and technical support to improve IIS and Electronic Health Record (EHR) interoperability.

These positions will support the respective Directors of each team, as well as the Health Informatics Director, to ensure that project efforts are generally cohesive, consistent, and effective in supporting the goals of AIRA. Collectively, these activities will advance the data quality and alignment of IIS with national standards to promote interoperability between IIS, EHRs, and other partners.

Job Responsibilities

AIRA is seeking two Informatics Project Coordinators, preferably with documented IIS and/or informatics experience, to support the Health Informatics Division in assisting in the execution of goals and strategies, as well as operationalizing components of the IZ Gateway/OSS program and the IIP. These individuals will support the coordination, implementation and tracking of programmatic goals by documenting project activities and



1717 Pennsylvania Ave NW, Suite 1025 Washington, DC 20006



202.552.0208



immregistries.org



progress, coordinating virtual meetings, and providing administrative support through calendar management, agenda creation, and minute taking.

The Informatics Project Coordinators will support each Director in coordinating the respective teams in accomplishing the goals and activities of each project. They will support the Directors in coordinating and strengthening relationships between project sponsors, project leadership, business and operational stakeholders, and high-level external constituencies.

The Informatics Project Coordinators will support each team in the coordination and implementation of long- and short-term goals, including monitoring targets for milestones, and adhering to deadlines. The Informatics Project Coordinators will work with each team's project manager to support team activities, schedules and project deliverables as needed, with oversight from each Director.

The Informatics Project Coordinators will also provide periodic support to the Health Informatics Director, providing administrative support for meetings and assisting with special projects as needed.

AIRA is looking for team players who will demonstrate drive, initiative, and a passion for optimizing operations. The successful candidate will possess a positive, optimistic attitude, and exemplary organizational and communication skills. They will have demonstrated problem-solving skills, a strong work ethic, and the ability to be inquisitive and work independently in a fast-paced environment.





Summary of Duties:

Focus Area	Duties	% of time
Project Coordination	<ul style="list-style-type: none">• Assist with operationalizing all activities for the respective team including providing administrative support for software applications (i.e., SharePoint, Smartsheet, REDcap, Zoho, etc.).• Contribute to ensuring the project produces the specified results within the timeline in coordination with each Project Manager and Director.• Participate in weekly project meetings and provide updates and reports to ensure progress of all project activities.• Assist in the execution and management of a detailed project schedule and work plan.• Assist in the development and implementation of tools and processes to improve on project operations and tracking.• Research and explore new topics as needed, summarize findings, and share with leadership and/or project partners as needed.• Support management through assisting with the coordination of project, program, and organizational activities.	35%
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, developing meeting materials (e.g., Microsoft PowerPoint presentations) 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 WebEx, Zoom, and Dialpad 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%





Focus Area	Duties	% of time
Documentation and Tracking of Technical Work	<ul style="list-style-type: none">• Provide assistance in the development of internal documentation and process materials to operationalize projects.• Support visibility into project activities through regular update of project plans and other tracking tools (i.e., SmartSheet, Zoho) in coordination with the respective Project Manager and Director to ensure alignment and synergy with other AIRA activities across the organization.• Assist with reporting requirements and documenting progress toward milestones and deliverables.	25%
Other	<ul style="list-style-type: none">• Other duties as assigned.	5%

Knowledge

The ideal candidate will have knowledge of the following areas:

1. Broad technical, clinical and public health knowledge of immunization information systems (IIS) and the exchange of immunization information.
2. Working knowledge of project management functions and capabilities.
3. General understanding of the software development lifecycle and large database management knowledge.
4. Some familiarity with data exchange and/or HL7 V2 is preferred.

Experience & Qualifications

- Bachelor's degree in a relevant field.
- Minimum of 2 years of increasingly responsible professional experience as a coordinator or support staff in public health, clinical health, healthcare or information technology.
- Prior work experience coordinating and supporting teams.

Ability to:

- Work collaboratively with team members.
- Communicate effectively in a remote working environment.
- Support and implement complex project plans.





AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

- Understand and resolve complex issues across multiple systems.
- Support efficient and timely completion of program projects and activities.
- Offer creative and effective improvements to project operations.
- 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 respect, 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 (approximately two times per year).
- Pass a background and reference check.

Possess:

- Strong interest in public health and the immunization field.
- Exceptional organizational skills and keen attention to detail.
- Working knowledge of project management techniques and tools.
- A solid track record of multi-tasking, prioritizing, meeting deadlines and being responsive.
- High level writing, editing, and communication skills, including the ability to communicate professionally with technical experts, health professionals and lay public in both verbal and written communications, including but not limited to emails, reports, and other documents.
- Outstanding time management skills.





AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

- Positive, optimistic, can-do attitude with demonstrated problem-solving skills, and a strong work ethic.
- Computer proficiency (typing, emailing, web browsing, Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Outlook, Microsoft OneNote, etc.).
- A valid driver's license.

Other Relevant Information

- This position is full-time with benefits.
- Headquarters are in Washington, DC, but this position will work remotely (telecommute).
- All employees of AIRA are required to submit proof of vaccination for COVID-19 as a condition of employment, subject to accommodation.

Application Process

Applicants must complete and submit an application packet consisting of:

1. AIRA Job Application
2. Cover letter
3. Resume
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: *Informatics Project Coordinator – [applicant's last name] January 2022*. 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 Monday, February 7, 2022. Consideration of applicants will begin immediately upon receipt of application.



1717 Pennsylvania Ave NW, Suite 1025 Washington, DC 20006



202.552.0208



immregistries.org