



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Program Manager Position Description

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, partners, and stakeholders 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 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.

Position Summary

The Program Manager is responsible for the coordination and completion of assigned projects under the direction and guidance of the Director of Outreach & Education. This position supports all aspects of projects including planning, implementation, design and/or testing phases, as relevant. The Program Manager monitors and summarizes project progress, provides correction as needed, sets deadlines, and achieves desired outcomes.

The Program Manager will also lead efforts for the growth of AIRA's educational tools and priorities; support community involvement and collaborative efforts; provide assistance in coordinating the AIRA National Meeting; and complete additional responsibilities as necessary to meet the needs of the organization.

Job Responsibilities

AIRA is seeking a Program Manager who will be responsible for three main areas:

1. Overseeing the completion of activities related to education and outreach for the IIS community, including but not limited to surveying, developing, and implementing an education curriculum to deliver educational products and professional development opportunities to IIS professionals in the planning, implementation and ongoing management of IIS.



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2. Providing project management of IIS community-based collaborative efforts, which might include the development of educational resources, convening workgroups to meet focused needs, and other projects as needed.
3. Assisting in content development and coordination for AIRA's annual conference, the AIRA National Meeting, and other in-person/virtual educational opportunities as needed.

Duties & Responsibilities:

Duties relating to oversight of grant activities may include, but are not limited to:

- Creating project plans including scope, schedule, charter, and cost estimates (budget).
- Monitoring and tracking deliverables and resolving issues.
- Ensuring delivery of the project plan and budget.
- Conducting evaluations, as necessary.
- Supporting special projects and other duties as assigned.

Knowledge & Skills

The successful candidate will have:

- Knowledge and expertise in area of immunizations and IIS preferred.
- Knowledge of principles and practices of program management including budgeting, grant management, contract management, project management.
- A strong instructional design background and proven experience in all facets of the adult learning process preferred.
- Solid knowledge of project management functions and capabilities.

Experience & Qualifications

- Bachelor's degree in a relevant field.
- At least three years of experience performing relevant duties, preferably in a nonprofit or governmental health agency.
- Current or past experience in an immunization program, or direct experience working with immunization information systems is highly desired.
- Experience developing, coordinating and overseeing professional learning programs is also highly desired.





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Ability to:

- Develop and implement complex project plans.
- Support efficient and timely completion of program projects and activities.
- 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.
- Critically analyze a problem, recommend and develop solutions.
- Think through details and tactics without losing sight of overall strategic goals.
- Demonstrate success coordinating across groups of people.
- 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.
- Work independently with little or no supervision.
- Work in a remote/virtual office environment.
- Travel (approximately 1-2 times a quarter in normal circumstances).
- Pass a background and reference check.

Possess:

- A passion for public health and the immunization field.
- Solid knowledge of project management techniques and tools.
- A solid track record of meeting deadlines and being responsive.
- High-level writing, editing, and communications skills, including the ability to communicate with technical experts, health professionals and lay public in both verbal and written communications, reports, articles, and other documents.
- Outstanding time management skills.
- Epic organizational skills.
- An enthusiastic desire to connect with and help people.





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- Attention to detail, a positive, optimistic, can-do attitude, excellent problem-solving skills and a strong work ethic.
- A strong initiative and willingness to pitch in as needed on both small and large tasks.
- Computer proficiency (e.g., typing, emailing, web browsing, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft OneNote).
- 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
4. Writing Sample

All components of the application listed above must be compiled into a single electronic document and submitted in PDF form. Title application as follows: Program Manager – [applicant's last name] November 2020. Only electronic applications will 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, November 13, 2020. Consideration of applicants will begin immediately upon receipt of application.



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