

Executive Assistant Position Description

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. AIRA is known for its leadership and guidance to local and state health departments in using immunization information to address the ever-present challenge of vaccine-preventable diseases.

AIRA is seeking an Executive Assistant to perform a variety of administrative and business-related tasks. Duties of the Executive Assistant include providing support to AIRA's managers and employees and assisting in the management of the organization's business operations.

AIRA is looking for a team player who will demonstrate drive and initiative. The successful candidate will possess a positive, optimistic, can-do attitude with demonstrated problem-solving skills, a strong work ethic, and the ability to work independently in a fast-paced environment.

Job Responsibilities

In this role, the Executive Assistant, under the direction of the AIRA Business & Grants Manager, will perform a variety of services including: serving as an assistant to the Senior Management Team; organizing and coordinating executive outreach and external relations efforts; and overseeing special projects. Specifically, the position is responsible for providing assistance to the Executive Director, providing general office support, and planning, coordinating, and assisting with the day-to-day business operations of the organization.

Examples of Duties

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

- Assist with in-person meetings by preparing and coordinating travel arrangements and accommodations.
- Assist in all aspects of the day-to-day financial operations of the organization including, but not limited to: financial preparation and management, purchasing,

payroll processing, accounts receivable and payable processing, and credit card management/account reconciliation.

- Complete a broad variety of administrative tasks for the Executive Director including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Provide direct administrative support to the Management Team by researching, collecting and analyzing information; creating and/or maintaining complex and/or highly confidential materials including PowerPoint presentations, department financial data, analyses, monthly/quarterly performance reports, contracts, etc.
- Assist in the preparation of AIRA's Annual Report and yearly evaluation findings reports
- Assist in all aspects of the day-to-day operations of the organization including, but not limited to: human resources management, maintenance of personnel records/files, contracts management, and policy development and fulfillment.
- Oversee special projects and other duties as assigned.

Minimum Qualifications

Ability to:

- Execute excellent oral and written communication including correct English usage, grammar, spelling, punctuation, and vocabulary.
- Utilize interpersonal skills using diplomacy, patience and politeness.
- Assure efficient and timely completion of office and program projects and activities.
- Maintain sensitive data in a confidential manner.
- Emulate the style, philosophy, and persona of the organization with a positive and professional approach.
- Understand and resolve complex issues, complaints, or problems.
- Change direction and re-prioritize in response to changing work situations.
- Establish and maintain cooperative and effective working relationships with others.
- Prioritizes conflicting needs; handles tasks and requests expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Work in a modern office environment.
- Work independently with little or no supervision.
- Meet schedules and time lines.
- Travel (occasional).
- Pass a background and reference check.

Possess:

- A valid driver's license and car (including insurance) for running errands.
- Excellent typing and emailing proficiency including expert knowledge of Microsoft Word, Excel, Power Point, Outlook, OneNote, etc.
- Multi-tasking skills, organizational, time/decision management skills.
- Experience with business operations and financial management.
- Initiative to conceive and implement new ideas to improve the success of the organization.
- Knowledge of immunization information systems (IIS), medical practices, other related public health or health IT information is highly desired.
- Prior work experience in a government or non-profit organization is highly desired.

Other Relevant Information

- Benefits may be available including health, retirement, and paid time-off.
- Headquarters are in Washington, DC, but this position will work remotely (telecommute).
- Independent consultants will be considered.
- Part-time and full-time applications will be considered.

Application Process

Applicants must complete and submit an application packet consisting of:

1. Cover letter – indicate full-time or part-time
2. Resume
3. AIRA Job Application
4. Writing sample

All forms must be compiled into one document and submitted in PDF FORMAT ONLY. Title application: *Executive Assistant – [applicant's last name] May 2018*. 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 May 17th, 2018. Applications will be considered in the order they are submitted. The first round of interviews will be scheduled for either May 21 or 22, 2018. Applicants will be expected to demonstrate problem solving and copy-editing skills during the initial interview round.