Administrative Assistant 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 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 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 Standards and Analytics, will perform a variety of services. Specifically, the position is responsible for providing general administrative support for branch-wide activities, providing administrative support for technical committee meetings, and providing support for technical branch communications.

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

- Support and provide structure for AIRA technical committees, workgroups, and other meetings 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.

- Support AIRA's technical assistance by helping manage AIRA's Customer Relationship Management (CRM) through data entry into the CRM, drafting correspondence, and supporting data quality practices.

- Assist with AIRA's website/repository updates by uploading committee documents, agendas and minutes, updating event calendars, uploading monthly updates to the website, uploading reports, uploading guidance documents, and other resources as needed.

- Provide support to users accessing the Aggregate Analysis Reporting Tool (AART), AIRA's testing and visualization application, by updating user profiles, responding to requests for information, and providing other technical team support as needed.

- Support the Measurement and Improvement (M&I) Initiative and the Measurement for Assessment and Certification Advisory Workgroup (MACAW) by recognizing jurisdictions that have aligned with national standards by developing, printing, and mailing quarterly Validation Certificates.

- Provide support for virtual and live events by managing conference lines, managing web-meetings, printing and assembling meeting documents and materials, and coordinating shipping and on-site location logistics.

- Assist with in-person meetings by coordinating travel arrangements and accommodations and distributing agendas and itineraries.

- Provide ad-hoc administrative support for the Standards and Analytics team, including scheduling and managing meeting appointments, coordinating schedules with partners through tools such as doodle polls, drafting meeting agendas, routing correspondence, drafting letters and documents, collecting and analyzing information, and executing tasks, as appropriate.

- Support special projects and other duties as assigned.

Experience & Qualifications

- Bachelor's degree in a relevant field.

- Two or more years of increasingly responsible professional experience preferred.

- Exposure and comfort with supporting teams and/or meetings that focus on technical content.

Ability to:

- Execute effective oral and written communication including correct English usage, grammar, spelling, punctuation, and vocabulary.

- Assure 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.

- Generate agendas and take minutes.

- 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, patience and politeness.

- 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.

- Meet schedules and timelines.

- Work independently with little or no supervision.

- Work in a remote/virtual office environment.

- Travel (occasionally).

- Pass a background and reference check.

Possess:

- A solid track record of meeting deadlines and being responsive.

- Outstanding time management skills.

- A valid driver's license and car (including insurance) for running errands.

- 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

- Knowledge of immunization information systems (IIS), medical practices, other related public health or health IT information is highly desired

Other Relevant Information

- This position is full-time with benefits, including health, retirement, and paid time-off.

- 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 – 2-3 paragraphs maximum, email correspondence is acceptable. Applicants must submit a writing sample that demonstrates a command of the English language.

All forms must be compiled into one electronic document and submitted in PDF FORMAT ONLY. Title application as follows: *Administrative Assistant – [applicant's last name] November 2020* 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 November 6, 2020. Consideration of applicants will begin immediately upon receipt of application.