Assistant Project 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 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 Assistant Project Managers across the Health Informatics Division, one to serve within the Immunization (IZ) Gateway Branch and a second to work within Immunization Integration Project (IIP) Branch. The IZ Gateway Branch supports immunization awardees with onboarding, connecting, and sharing vaccination encounters with the IZ Gateway. This Branch is also responsible for developing a centralized method for tracking and mitigating broad technical data sharing issues to facilitate connectivity with the IZ Gateway. The IIP Branch seeks to increase immunization data quality and data use through collaboration, measurement, and technical support to improve IIS and Electronic Health Records (EHR) interoperability.

These positions will support the respective Directors of each branch 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 Assistant Project Managers with documented IIS experience to support the Health Informatics Division in assisting in the development of goals and strategies, as well as operationalizing components of the IZ Gateway project and IIP. The individuals will then support the implementation and tracking of these goals by updating project management plans, documenting project activities and progress, coordinating virtual meetings, and providing administrative support through calendar management, agenda creation, and minute taking.

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

The Assistant Project Managers will support each Branch in creating long- and short-term plans, including setting targets for milestones, adhering to deadlines, and allocating resources. The Assistant Project Managers will adjust schedules and targets on the project as needed, with oversight from each Director.

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

Summary of Duties:

Focus Area	Duties	% of time
Project Coordination	• Assist with operationalizing all activities for the respective Branch including providing administrative support for some internal software applications (i.e., REDcap, Zoho, etc.). • Contribute to ensuring the project produces the specified results within the timeline in coordination with each Director. • Participate in weekly project reviews and provide updates and reports to ensure progress of all project activities. • Assist in the development and management of a detailed project schedule and work plan. • Assist in the development of tools and processes to improve on project 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%

Focus Area	Duties	% of time
Meeting Support	• 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 WebEx, 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%
Documentation and Tracking of Technical Work	• Provide assistance in the development of internal documentation and process materials to operationalize projects. • Provide visibility into project activities through updating project plans and other tracking tools (i.e., SmartSheets) in coordination with the respective 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	• 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. Clear understanding of the software development lifecycle and large database management knowledge.

4. Some familiarity with data exchange and/or HL7 V2.

Experience & Qualifications

- Bachelor's degree in a relevant field.

- Minimum of 2 years of increasingly responsible professional experience as a project manager, coordinator or support staff in public health, clinical health, healthcare or information technology.

- Project Management Institute Certification is highly desired.

- Prior work experience coordinating and supporting teams is highly desired.

Ability to:

- Develop and implement complex project plans.

- Understand the Project Management Institute (PMI) framework.

- Understand and apply various project management methodologies (i.e., agile, scrum, etc.).

- 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 (approximately 4-6 times per year).

- Pass a background and reference check.

Possess:
- A passion for public health and the immunization field.

- Working 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.

- Change management skills, including stellar communication skills and 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.

- 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).

Application Process

Applicants must complete and submit an application packet consisting of:

1. AIRA Job Application

2. Cover letter

3. Resume

4. Writing sample – 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: *Assistant Project Manager – [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 Friday, November 6, 2020. Consideration of applicants will begin immediately upon receipt of application.