



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

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 seeking a Project Manager to perform a variety of project management and project oversight tasks for AIRA's Standards and Analytics Branch. Duties of the Project Manager include coordination and completion of a broad variety of assigned technical and programmatic projects. The person in this position will: oversee all aspects of projects; lead planning and/or implementation of projects; participate in the design and/or testing phases of projects; develop methods to monitor project progress; and provide correction if needed.

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

The Project Manager, under the direction of AIRA's Director of Standards and Analytics, will perform a variety of project management tasks. The Project Manager is responsible for setting deadlines, assigning responsibilities, and summarizing the progress of the project in grant applications and progress reports; applying Project Management Institute (PMI) standard techniques and methods to the implementation of AIRA projects; and directly interacting with both staff and stakeholders to ensure projects benefit the IIS community.

The individual in this position ideally will be familiar with IIS concepts, operations, software development life cycle, and procedures. In addition, the ideal candidate would rely on extensive experience and judgment to plan and accomplish goals; perform a variety of tasks; and lead and direct the work of others.



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Specifically, the Project Manager will manage the entire project lifecycles for multiple projects, including project documentation, scope, budget planning, schedule and deliverables. This position will provide structure and support for the branch under the guidance of the Director of Standards and Analytics.

Summary of Duties:

Focus Area	Duties	% of time
Project Coordination	<ul style="list-style-type: none">• Determine and define project scope and objectives.• Anticipate and plan for resources needed to reach objectives and manage resources in an efficient and effective manner.• Coordinate with Business Team and Director of Standards and Analytics to manage budget based on scope of work and resource requirements.• Develop and manage detailed project schedule and work plan.• Assist with operationalizing all activities for the Standards and Analytics Branch including use and organizational support for some internal software applications (i.e., Slack, SmartSheets, and Zoho CRM).• Contribute to ensuring the project produces the specified results within the timeline and budget parameters in coordination with the 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.	30%





Focus Area	Duties	% of time
Meeting Facilitation and Representation	<ul style="list-style-type: none">• Plan and facilitate project team and workgroup meetings including agenda development, notes, action items and next steps to continue project progress.• Provide project updates on a consistent basis to various stakeholders about strategy, progress, and workplan adjustments.• Promote the project through advocacy, presentations, and participation in country, regional, and international technical forums.• Ensure the project aligns with AIRA's mission, vision, values and goals.• Represent the project's policy goals and objectives with broad stakeholders.	30%
Documentation/ Technical Writing and Tracking of Technical Work	<ul style="list-style-type: none">• Provide assistance in the development of guidance documents and materials to support project progress and to operationalize projects.• Provide visibility into project activities through updating project plans and other tracking tools (i.e., SmartSheets and GitHub) to ensure alignment and synergy with other AIRA activities across the organization.• Document project progress through reports and compiling trend data on project progress.	30%
Evaluation	<ul style="list-style-type: none">• Contribute to the development of evaluation plans and tools to assess current impacts of project and capture project performance and results.	5%
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.





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2. Some technical, clinical, and public health knowledge of electronic health records (EHRs).
3. Working knowledge of project management functions and capabilities.
4. Clear understanding of the software development lifecycle and large database management knowledge.
5. Some familiarity with data exchange and HL7 V2.

Experience & Qualifications

- Minimum of 5 years of increasingly responsible professional experience as a project manager or supervisor in public health, clinical health, healthcare or information technology.
- Master's Degree in Public Health or related field is preferred, with a bachelor's degree in a related field (public health, health administration, computer science, informatics, etc.) as a minimum requirement.
- Project Management Institute Certification is highly desired.
- Prior work experience coordinating 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.



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- 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 a 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.
- Initiative to conceive, test and implement new ideas to improve the success of the organization.
- A valid driver's license.
- Expert knowledge of Microsoft Word, Excel, Power Point, Outlook, OneNote, etc.

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:



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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: *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 November 6, 2020. Consideration of applicants will begin immediately upon receipt of application.