



## Request for Résumés

### Summary

The American Immunization Registry Association (AIRA) has a need to increase its organizational capacity for our 2024–2025 fiscal year. Specifically, AIRA is seeking individuals with backgrounds and skills in the following areas:

- |                                 |                          |
|---------------------------------|--------------------------|
| • Project or Program Management | • Fiscal Analysis        |
| • Technical Writing             | • Business Analysis      |
| • Program Evaluation            | • IT/Health Informatics  |
| • Data Analysis/Epidemiology    | • Administrative Support |
| • Operations                    | • Other, please specify  |

All interested individuals are invited to submit a résumé, specifically those with immunization program or IIS experience. Please disseminate this announcement to all potentially interested and qualified individuals.

### Background

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, interested organizations, individuals, and communities combine efforts, share knowledge, and promote activities to advance IIS and immunization programs.

At AIRA, we are champions of the IIS community and public health. We believe integrity defines both our work and our people. We celebrate our teams' diverse traditions, heritages, and experiences with opportunities to share and learn from one another. AIRA provides excellent benefits and fosters a family-friendly culture. If you're motivated to join an impactful organization working to improve immunization rates and support the IIS and public health community, please submit your résumé for consideration.

### Relevant Information

- Positions may be full-time, part-time, or contractual and are funded through July 2025, with possibilities of extension.
- Full-time employees are eligible for benefits, including comprehensive health benefits, retirement plan with company match, and generous paid leave. Part-time employees are eligible for certain benefits.
- AIRA is remote-first. All team members work remotely from their home office.
- Some travel is required.





**AIRA**  
AMERICAN IMMUNIZATION  
REGISTRY ASSOCIATION

## To Submit

To express interest in employment with AIRA, please submit the following to [info@immregistries.org](mailto:info@immregistries.org):

1. **Cover letter:** the cover letter must describe how the experience listed in the résumé qualifies the applicant, and include a response to the following questions:
  - a. What skills would you bring to AIRA?
  - b. Are you interested in?
    - i. Full-time work
    - ii. Part-time work (please specify available number of hours/month)
    - iii. Consultant work (please specify available number of hours/month)
  - c. Are you specifically interested in any of the following?
    - i. Project or Program Management
    - ii. Technical Writing
    - iii. Program Evaluation
    - iv. Data Analysis/Epidemiology
    - v. Operations
    - vi. Fiscal Analysis
    - vii. Business Analysis
    - viii. IT/Health Informatics
    - ix. Administrative Support
    - x. Other, please specify
  - d. When would you be available?
  - e. *Optional:* Salary requirement
    - i. If interested in employment, please submit an annual salary requirement or range.
    - ii. For part-time employment, please submit an hourly rate.
    - iii. For contractual or other work, please specify an hourly rate.
2. **Résumé or CV**
3. **References:** include a minimum of three professional references.

All documents must be submitted in PDF format only. Label the file with your last name followed by the appropriate position(s) or job function(s) in which you are interested (e.g. LAST NAME - Project Management; LAST NAME - Data Analysis & Project Management).

For any questions regarding the Request for Résumés, please contact Olivia Peller at [opeller@immregistries.org](mailto:opeller@immregistries.org) or call 202-552-5748.

## Submission Deadline

Submissions will be accepted until **October 31, 2024**. We will begin review and communication of potential opportunities upon receipt of submissions.

For more information about AIRA, visit [www.immregistries.org](http://www.immregistries.org).



1717 Pennsylvania Ave NW, Suite 1025 Washington, DC 20006



202.552.0208



[immregistries.org](http://immregistries.org)