



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Human Resources Manager Position Posting

About AIRA

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.

At AIRA, we are champions of the IIS community and public health. We believe integrity defines both our work and our people. Remote work and flexible schedules have been our way of working long before the pandemic. We celebrate our teams' diverse experiences with opportunities to share and learn from one another. AIRA provides excellent health benefits and a matching 401(k) 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 consider applying for one of our open positions.

The Job

AIRA is hiring a human resources (HR) manager to join our growing nonprofit. This position will report to the senior director of organizational development and support a fully virtual team of professionals (currently 35+ staff in 27 states with an expectation to continue our growth trend). We are seeking an HR generalist who performs routine "must-do" tasks and higher-level strategic work with equal enthusiasm. Who would thrive in this role? Strong program and project managers. Independent self-starters. Question-askers. People who aren't afraid to get their hands dirty with nitty-gritty details in order to see a vision through.

Is This You?

Do you have a love for detail but can still see the big picture? Is spending your time doing meaningful work very important to you? Are you someone who thrives in a team environment but also takes initiative whenever possible? We are looking for a candidate with strong leadership skills, stellar attention to detail, effective and relevant human resources experience, a positive, optimistic, can-do attitude, great problem-solving skills, a strong work ethic, a good sense of humor, and the ability to work independently in a fast-paced environment. Does this sound like you? If so, we hope you apply!



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Job Responsibilities

As HR manager, you will play a key role in AIRA's growth by managing the day-to-day HR operations and the administration of HR policies, programs, protocols, and procedures. This position reports to the senior director for organizational development and manages HR in close collaboration with the senior director and other directors across the organization. This includes responsibility for identifying, developing and revising policies, plans, and procedures; monitoring employment law and updating policies as needed (e.g., workplace vaccination requirements); attracting and retaining talent; onboarding and offboarding employees; updating, implementing and monitoring training and professional development programs; collaborating on compensation and benefits; training and assisting with team member relations; evaluating, modifying, and administering the performance evaluation process; and creating or improving processes that support our people and our culture.

At a high level, responsibilities of this position include:

General HR management

- Developing HR department goals, objectives, policies, and systems and managing day-to-day HR duties for the organization

Staffing

- Leading the recruitment and hiring processes

Employee engagement and retention

- Designing initiatives to foster engagement/retention and maintaining a good relationship with employees to resolve any problems they may have and to create a positive work environment while monitoring working conditions, well-being, engagement, and turnover rates

Professional development

- Managing and creating professional development and training opportunities, capabilities, and competencies





Summary of duties

Focus Area	Duties	% of time
General HR Management	<ul style="list-style-type: none">• Develop HR department goals, objectives, and systems• Manage employee files, job descriptions, and other employee records by ensuring integrity and confidentiality applicable to laws, regulations, and AIRA's documentation retention and confidentiality policies• Maintain and update staff handbooks and policies• Assist in researching and applying best practices for various HR policies• Systematically integrate an equity lens into all dimensions of the work and role	30%
Staffing	<ul style="list-style-type: none">• Lead the recruitment and hiring processes, which include but are not limited to creating and editing job descriptions, publishing job postings, sourcing candidates, and updating recruitment materials, handbooks, and policies• Design and lead a dynamic and inclusive onboarding and offboarding process for the organization to enrich workplace culture	25%
Employee Engagement	<ul style="list-style-type: none">• Align the needs of employees with the overall mission of the company• Answer frequently asked questions from employees relative to standard policies, benefits, hiring processes, etc.• Assist with planning and execution of special events such as benefits enrollment, employee recognition, and more	15%



Focus Area	Duties	% of time
Professional Development	<ul style="list-style-type: none">• Manage and grow professional development and training opportunities and manage systems to share these opportunities and to support staff participation• Assist the senior director of organizational development in the implementation of innovative programs, initiatives, and tools to enhance equity, inclusion, and diversity awareness, capabilities, and competencies• Administer the performance review programs to ensure effectiveness, compliance, and equity across the organization	15%
Other	<ul style="list-style-type: none">• Perform other duties as assigned	15%

Qualifications

- A bachelor's degree in human resources, business administration, or a related field is required
- Five to seven years of progressive HR experience with working knowledge of multiple HR disciplines
- PHR and/or SPHR credentials preferred
- Experience working in public health or for a nonprofit preferred

Knowledge

- Comfortable in all aspects of HR, including but not limited to recruiting, administration, benefits, compliance, and staff development
- Familiarity with Professional Employer Organizations and co-employment
- Demonstrated commitment to creating an atmosphere of belonging, equity, inclusion, and diversity through policies, procedures, and collaboration
- Commitment to maintaining sensitive data in a confidential manner
- Computer proficiency (e.g., typing, emailing, web browsing, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, Microsoft OneNote)





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Ability to:

- Manage projects, develop and implement project plans, and facilitate efficient and timely completion of projects and activities
- Take initiative to conceive, test, and implement new ideas to improve the success of the organization
- Critically analyze an issue; recommend and develop solutions
- Think through details and tactics without losing sight of overall strategic goals
- Prioritize conflicting needs
- Delegate tasks and train others when needed
- Demonstrate success coordinating across groups of people
- Establish and maintain cooperative and effective working relationships with others
- Work in a remote/virtual office environment
- Work independently with little or no supervision
- Emulate the style, philosophy, and persona of the organization with a positive and professional approach
- Travel (approximately three times a year)
- Pass a background and reference check

Possess:

- Solid knowledge of project management techniques
- High-level writing and communications skills
- Epic organizational skills
- An enthusiastic desire to connect with and help people
- Attention to detail, a positive, optimistic, can-do attitude, excellent problem-solving skills, and a strong work ethic
- A strong initiative and willingness to pitch in as needed on both small and large tasks

Salary, Benefits, and Perks

- This full-time position will be performed from the employee's home office. Headquarters are in Washington, D.C., but this position works remotely (telecommute).
- The salary range for this position is between \$65,000 and \$85,000 annually.
- Comprehensive medical, dental, and vision benefits for you and your family are offered.
- We have a 401(k) retirement plan.
- We offer FSA and HSA benefits.



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- Cell phone and internet reimbursement are available.
- Generous paid vacation is standard.
- 100% paid parental leave is provided.
- We sponsor an annual two- to three-day company retreat.

Application Process

Applicants must complete and submit an application packet consisting of two items:

1. Cover letter stating why the applicant is interested specifically in this position
2. Current résumé or CV

All forms must be submitted in PDF FORMAT ONLY. Title application as follows: *Human Resources Manager – [applicant's last name] February 2023*. Only electronic applications will be accepted for this position. Send complete application package to admin@immregistries.org. Applicants who 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, March 3, 2023. Consideration of applicants will begin immediately upon receipt of application.