



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Request for Resumes

Summary

The American Immunization Registry Association (AIRA) has a need to increase its organizational capacity. We are specifically looking for individuals with backgrounds and skills in the following areas:

- Project or Program Management
- Technical Writing
- Program Evaluation
- Data Analysis/Epidemiology
- Fiscal Analysis
- Business Analysis
- IT/Health Informatics
- Administrative Support

We will accept any interested applications. Individuals with immunization program or IIS experience are preferred and strongly encouraged to apply.

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 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 members are comprised of IIS and Immunization Program professionals including state, local, registry vendors, electronic health record (EHR) vendors and other interested individuals and organizations. AIRA has worked for more than 20 years to foster knowledge sharing and peer-to-peer learning that benefit IIS at all levels of development. For more information about AIRA, go to <http://www.immregistries.org>.

Relevant Information

- Positions may be temporary, full-time, part-time, or contractor
- Benefits may be available for full-time employees



1155 F Street NW, Suite 1050 Washington, DC 20004



202.552.0208



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



- Headquarters are in Washington, DC, but flexible work arrangements are required including working remotely (telecommuting)
- Some travel is required

To Apply

Please submit the following to admin@immregistries.org. Consolidate each item into one pdf file. Label the file with your last name followed by the appropriate position for which you are applying (e.g. SMITH Project Management, SMITH Other).

1. **Cover letter:** the cover letter must describe how the experience listed in the resume 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)
 - iv. Other, please specify
 - 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. Fiscal Analysis
 - vi. Business Analysis
 - vii. IT/Health Informatics
 - viii. Administrative Support
 - ix. Other, please specify
 - d. When would you be available?
 - e. Salary requirement
 - i. If interested in employment, please submit an annual salary requirement
 - ii. For part time employment please submit an hourly rate
 - iii. For contractual or other work please specify an hourly rate
2. **Resume or CV**
3. **Completed AIRA [Job Application Form](#)**
4. **References:** the list of references should include a minimum of three professional references.
5. **Writing Sample:** three writing samples, one of which must be a short (maximum of three paragraphs) document addressing the topic of the role immunizations have played in public health





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Any questions about this announcement may be directed to Amanda Dayton via email adayton@immregistries.org or phone at 202-552-5751.

Submission Deadline

This posting will be open until candidates have been identified; however, the hiring process will begin as soon as possible.

For more information about AIRA, go to: www.immregistries.org.



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