



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Position Description: Public Health Communications Specialist

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 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.

Job Responsibilities

The Communications Specialist will support the overarching work of the organization by developing, implementing, and evaluating communication programs to effectively communicate the purpose and value of IIS and the role of AIRA in the public health community.

Duties & Responsibilities

Duties may include, but are not limited to:

- Planning, developing, implementing, and evaluating communication and marketing plans and strategies for the organization
- Providing leadership, direction, and management of program communication activities
- Produce communication products, tools, events, activities, and resources to engage external and internal audiences
- Develop, review, and provide substantive and editorial feedback on fact sheets, web content, presentations, reports, manuscripts, talking points, and other communication materials designed for both external and internal audiences
- Collect data from programs for the development of health communication strategies and products
- Develop a process for and respond to internal communication requests
- Create project plans including scope, schedule, charter and cost estimates (budget)
- Monitor and track deliverables and resolve issues
- Ensure delivery to the project plan and budget



1155 F Street NW, Suite 1050 Washington, DC 20004



202.552.0208



immregistries.org



- Implement grant-required activities
- Assist program leadership in developing speeches, presentations, and communication materials
- Perform other professional responsibilities as required to ensure the proper functioning of the association
- Support special projects and other duties as assigned

Knowledge

The ideal candidate will have knowledge of the following areas:

- Knowledge of principles and practices of public health, health education, and health administration, including organizational principles and procedures of public health programs, such as communicable disease, public health statistics, health education, etc.
- Knowledge of principles and practices of program management including budgeting, contract management, project management, etc.
- Knowledge of immunization information systems, medical practices, or other related public health or health IT information is highly desired

Experience & Qualifications

- Three or more years of prior public health communication work experience is required.
- Prior experience, particularly at the national or multi-state level, government, non-profit organization, or medical practice, is highly desired.
- Immunization-related experience is highly desired.

Ability to:

- Execute excellent oral and written communication including correct English usage, grammar, spelling, punctuation, and vocabulary
- Demonstrate interpersonal skills such as diplomacy, patience and politeness
- Assure efficient and timely completion of office and program projects and activities
- Maintain sensitive data in a confidential manner
- Emulate the style, philosophy, and persona of the organization with a positive and professional approach
- Collaborate across the organization programs with team members
- Understand and resolve complex issues, complaints, or problems
- Interpret complex information and state in simple terms
- Change direction and re-prioritize in response to changing work situations
- Establish and maintain cooperative and effective working relationships with others





AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

- Prioritize conflicting needs; handle tasks and requests expeditiously and proactively; and follow-through on projects to successful completion, often with deadline pressures
- Work in a modern office environment
- Work independently with little or no supervision
- Follow schedules and meet deadlines
- Travel (intermittent travel up to 1-2 times a month)
- Pass a background and reference check
- Manage multiple projects
- Be/become a subject matter expert

Possess:

- Excellent typing and emailing proficiency including expert knowledge of Microsoft Word, Excel, Power Point, Outlook, OneNote, etc.
- Multi-tasking, organizational, and time management skills
- Initiative to conceive and implement new ideas to improve the success of the organization

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 samples – applicants must submit a minimum of three (3) and no more than five (5) writing samples that demonstrate a command of the English language. Samples should include at least one professional document, one example of professional correspondence, and one example of a communication plan.

All forms must be compiled into one document and submitted in PDF FORMAT ONLY. Title application: *Communication Specialist – [applicant's last name] April 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.



1155 F Street NW, Suite 1050 Washington, DC 20004



202.552.0208



immregistries.org



AIRA
AMERICAN IMMUNIZATION
REGISTRY ASSOCIATION

Submission Deadline

The deadline for the submission of applications is April 20, 2020. Applications will be considered in the order they are submitted. Applicants may be expected to demonstrate problem solving and/or communication skills during the initial interview round.



1155 F Street NW, Suite 1050 Washington, DC 20004



202.552.0208



immregistries.org