We are currently seeking a Program Coordinator to work in our Rockville, Maryland office (telecommuting available). This is a grant-funded position and funding is available through September 2022; subsequent years of funding for this position are not guaranteed and are contingent on available grant funds.

**Job Description**

The Program Coordinator works collaboratively with AIM staff on the implementation of the activities associated with a cooperative agreement awarded by the Centers for Disease Control and Prevention (CDC). The cooperative agreement activities intend to develop, enhance, and manage the network of AIM members to successfully lead State, and local efforts to improve overall national immunization programs. This position primarily focuses on coordination and support for AIM awards, membership support, leadership development activities, and general administrative duties. This position will also assist with developing, implementing, and maintaining resources for immunization program improvement; organizing mentoring and leadership development activities; and supporting communication and information sharing among members and key AIM partners. The Program Coordinator is a valued partner to the AIM Staff in support of the mission of AIM.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

**Responsibilities**

**Member Support**

- Track participation in AIM membership services (webinars, regional meetings, mentors, listserv, program databases)
- Maintain member directory and address list
- Coordinate annual AIM membership awards and assist in the launch of the revised CDC champions awards
- Participate in the planning, logistics, and coordination of AIM's leadership development activities including conference calls, webinars, and meetings
- Support AIM committees, regional meetings, and other member events including creating the agenda, drafting minutes, and completing follow-up activities

**General Administrative Support**

- Provide a wide range of support to the Public Health team: composing and editing letters, emails, reports, and presentations
- Assist Public Health team to finalize products for publication, including coordination with the editor, designer, and AIM communications team to promote the resources through AIM weekly updates, website, newsletters, emails, and social media accounts
- Take meeting minutes and coordinate action items
- Prepare and format presentations, reports, and other materials
• Assist with populating reports, presentations and maps, and project reporting
• Provide basic website updates
• Maintain tracking and registration spreadsheets
• Provide administrative support to AIM staff as needed

Minimum Qualifications:
• Bachelor’s degree in Public Health, Communications, or a related field; MPH a plus
• 1-2 years of experience working in a professional office
• Experience working in public health at the local, state, and/or federal level is desirable.
• Experience with national associations/nonprofits a plus.

The ideal candidate is:
• Confident takes initiative and works independently;
• An excellent communicator (both written and oral);
• Organized and detail-oriented with good planning and organizational skills with the ability to multi-task;
• Adept at meeting short- and long-term goals and objectives;
• Able to manage multiple projects and meet deadlines; and
• Tech-savvy;
• Willing to work closely with AIM members and staff, CDC, and other external partners to achieve success;
• Able to maintain a professional online appearance and manner
• Willing to work closely with association colleagues, partners, and members in a collaborative, collegial, and cooperative manner.

Position Location: Temporarily Remote Due to COVID19-Rockville, MD (telecommuting available)
Job Type: Full-time (37.5 hour work week) with benefits, non-exempt