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## Membership and Partnership Assistant

**Position Summary:** We seek a detail-oriented person to provide membership and partnership assistance for approximately 15 hours per week. The assistant will review and process membership applications and support partnership activities. This is a great position for a graduate student or someone looking for part time, flexible work. This at-will position starts immediately. While most hours will be scheduled during the work week, and we ask for responsiveness to communications from your supervisor, there will be a great deal of flexibility in when, where, and how you work.

### Specific duties include:

- Reviewing new member applications – includes an online searching for each applicant to confirm eligibility for membership, flagging for review as necessary, and updating records in Salesforce
- Pulling reports in Salesforce of new member information for weekly bulletin and website update
- Updating member information on the website and in Salesforce as requested
- Data cleanup in Salesforce, as needed, and as part of major projects
- Helping with mass member communications, e.g. mail merges
- Responding to questions from members, potential members, and others about the organization, about membership, and about technical issues related to membership form, survey forms, etc.
- Other projects as requested

### Skills/Experience

- Salesforce experience a plus but not required; some database experience strongly preferred
- Google suite
- Mass email communications, e.g. mail merges, newsletters
- Wordpress or similar content management system

### Characteristics

You would be a good fit for our team if the following attributes describe you:

- Detail-oriented
- Self-starter
- Works well independently
- Process-oriented
- Strong oral and written communication skills
- Quick learner
- Responsive
- Good at troubleshooting

**Political tolerance and flexibility.** We don't care what your politics are, but you must be able to respect and advocate for the inclusion of progressive, conservative, and libertarian ideas and scholars.



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**Reports To:** Director of Membership

**Location:** New York City (SoHo)

**To apply** for this position, please submit a cover letter and resume to [admin@heterodoxacademy.org](mailto:admin@heterodoxacademy.org).

**About the Organization:** Heterodox Academy (HxA) is an NYC-based non-profit organization dedicated to improving research and education in universities by increasing viewpoint diversity, mutual understanding, and constructive disagreement. We increase public awareness to elevate the importance of these issues on campus; develop tools that professors, administrators, and others can deploy to assess and then improve their campus and disciplinary cultures; celebrate institutions that make progress on these matters; and cultivate communities of practice among teachers, researchers, and administrators. For more information about HxA, please visit [heterodoxacademy.org](http://heterodoxacademy.org)