



**Position:** Program Assistant

**Start Date:** ASAP

**Position Summary:** The Program Assistant will support various areas of the organization including, but not limited to, Membership, Events, and Communications.

**Specific Duties:**

- Vet membership applications against specific criteria;
- Manage the Membership Team's email inbox, including responding to member requests, assisting with membership application questions, sharing relevant resource and event details, and generally providing information about HxA and its work;
- Develop a member prospect pipeline; track prospective members through this pipeline;
- Communicate en masse and individually with members and affiliates regarding membership status, event and engagement opportunities, application information, and general inquiries;
- Managing the review process for various funding opportunities;
- Assist with member group management;
- Perform routine data entry tasks, including updating member contact information, and tracking event information and attendance in Salesforce;
- Assist the Director of Membership as needed with membership-related tasks;
- Other duties as assigned.

**Required Qualifications:**

- Professional and pleasant communication skills
- Prior experience working with CRMs (experience with Salesforce is a plus)
- Flexible attitude and ability to adapt to a startup environment
- Excellent time management and organization skills
- Willingness and ability to collaborate with remote colleagues
- Prior experience working at a nonprofit or with a membership program is preferred
- Ability to manage confidential information
- Positive attitude and a good sense of humor
- Keen attention to detail;
- Ability to exercise good judgement and thoughtful decision making;



- Demonstrated fluency with the Microsoft Office Suite, Google Suite for Business, Salesforce (or similar database);
- Must have 2+ years of relatable experience

Duties are performed independently and involve planning, attention to detail, initiative, and follow through. Some work may be performed without close review and involves knowledge of the organization, its interests, partners, and goals; the Program Assistant will be expected to exercise independent judgement in making decisions.

This full-time, at-will position starts immediately.

**Knowledge, Skills, and Dispositions:** You would be a good fit for our team if the following attributes describe you:

- **Team player.** We are a small team that values collaboration, support, and engagement. You enjoy being a team player, display a positive, optimistic attitude, have the ability to recognize and celebrate wins of all sizes, are open to constructive, supportive feedback, and demonstrate a commitment to consistently improve both your own performance and that of your team.
- **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 diverse people with diverse perspectives, including progressive, conservative, and libertarian ideas and scholars.
- **Excellent organizational and process skills,** including the ability to effectively track the status of ongoing projects and find needed documents and information quickly. Ability to independently organize, plan, prioritize, and carry out responsibilities, establish processes for self and others, and to finish tasks by established deadlines.
- **Excellent interpersonal skills.** Personal integrity, professionalism, empathy, resourcefulness, partnership, tact, proactive communication, and a commitment to high standards of work quality and maintaining confidentiality.
- **Persistent and creative problem-solver and opportunity-seeker.** The willingness/ability to anticipate problems, seek out information, and show persistence in finding solutions. We are a young organization with incredible potential to create positive change on college campuses. We seek an entrepreneurial colleague who can help us realize our potential.
- **Excellent oral and written communication skills.** Demonstrated ability to write clearly and powerfully; to edit and proofread; and to ensure high-quality, high-impact work.



**Reports To:** Director of Membership

**Direct Reports:** None

**Location:** Fully remote, with potential for a few in-person meetings

**Position Type:** Regular, full-time, exempt

**Position Duration:** This grant-funded position terminates August 30, 2022

**Salary and Benefits:** Salary will be \$65,000 commensurate to industry standards and candidate's prior relevant skills and experiences.

HxA also provides strong benefits, including:

- Medical, dental, vision, life and disability insurances;
- A significant health insurance contribution for employees and their families;
- A retirement plan with company matching;
- Additional tax-deferred savings opportunities, such as pre-tax deductions and FSAs;
- Unlimited paid time off, provided the employee is in good standing;
- A demonstrated commitment to the ongoing training and development of each employee, supporting ongoing professional skills development.

To apply for this position, please submit a cover letter and resume to

[jobs@heterodoxacademy.org](mailto:jobs@heterodoxacademy.org).

**About the Organization:** Heterodox Academy (HxA) is an NYC-based non-partisan, non-profit collaborative of over 4,500 professors, administrators, and students committed to enhancing the quality and impact of research — and improving education — by promoting open inquiry, viewpoint diversity, and constructive disagreement in institutions of higher learning.

We aspire to create college classrooms and campuses that welcome diverse people with diverse viewpoints and that equip learners with the habits of heart and mind to engage that diversity in open inquiry and constructive disagreement. We see an academy eager to welcome professors, students, and speakers who approach problems and questions from different points of view, explicitly valuing the role such diversity plays in advancing the pursuit of knowledge, discovery, growth and innovation.

We work to 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.