



**Position:** Operations Associate

**Start Date:** September 2021

**Position Summary:** Heterodox Academy (HxA) seeks a detail-oriented and reliable Operations Associate to help ensure smooth daily function of the organization. This new position will support multiple grant-funded research projects and assist others on Team HxA with departmental-specific administrative tasks. The ideal candidate will be highly organized and have a versatile skillset to support a range of responsibilities.

**Specific Grant-Related Duties (70%):**

- Using the Asana project management tool, keep track of reporting deadlines and requirements for all grant-funded projects;
  - Escalate deadline and budget variance as necessary to keep the project on time and on budget;
  - Coordinate information about project statuses across teams;
- Project manage the rollout of a new tool, the Best Practices Guide, and a new resource, the Case Studies Database, by coordinating people, tasks, and deliverables while ensuring deadlines are met;
- Compile and send organizational metrics to HxA's external evaluators monthly;
- Track completion of grant-specified outputs and outcomes;
- Assist with periodic report preparation for the funder;
- Facilitate the planning and preparation of events and workshops related to grant-funded projects;
- Collect relevant information from project leads and grantees to generate grant agreements;
- Other grant-related duties as assigned;

**Other Specific Duties (30%):**

- Monitor the general inquiry and administrator email inboxes, and respond or redirect email inquiries to the appropriate team;
- Assist with Salesforce administration and data entry for the entire team, and be an active player in Salesforce-related projects;
- Share monthly financial reports for HxA's financial services providers such as revenue reports from Salesforce, Amazon, etc.;
- Assist Team HxA as needed with website staging via WordPress and social media posting via HootSuite on HxA's social media channels;
- Create and maintain digital and offsite copies of an 'emergency binder' that houses insurance information, emergency contacts, disaster recovery plans, and other information needed during an emergency;
- Assist the Operations Manager with tasks and projects as needed;
- Other duties as assigned.



## Required Qualifications:

- Excellent oral, written, and interpersonal communication skills;
- Exceptionally service-oriented both with Team HxA and with external stakeholders;
- Versatile skillset, flexible attitude, and ability to adapt to a startup environment;
- Excellent time management and organization skills;
- Willingness and ability to collaborate with remote colleagues;
- Impeccable attention to detail;
- Ability to exercise good judgement and thoughtful decision making;
- Demonstrated fluency with the Microsoft Office Suite, Google Suite for Business;
- Prior experience working with Asana, WordPress, Hootsuite, and Salesforce (or another CRM) is preferred;
- Prior experience working at a nonprofit or within operations is preferred.

This full-time, grant-funded, at-will position starts September 2021, and is funded through August 31, 2022.

**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:** Operations Manager

**Direct Reports:** None

**Location:** Fully remote

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

**Position Duration:** This grant-funded position terminates August 31, 2022 with potential for renewal.

**Salary and Benefits:** Salary will be \$65,000-\$70,000 commensurate with industry standards and candidate's relevant skills and experience.

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 5,000 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.