

PI SIGMA ALPHA

POSITION ANNOUNCEMENT

POSITION TITLE: Member Support Specialist

SALARY: beginning at \$45,000, dependent on experience

REQUIRED EDUCATION: Bachelor's Degree or equivalent experience

POSITION SUMMARY

Pi Sigma Alpha, the political science honors society, seeks a candidate to fill the role of Member Support Specialist. The Member Support Specialist will provide administrative and organizational support to the Executive Director and Pi Sigma Alpha members and chapters in several areas including: membership and order processing, member communication, grant management, and event planning. Pi Sigma Alpha is seeking a high-energy team player with initiative, a strong work ethic, and the ability to easily communicate and collaborate with political science faculty and students from a wide array of academic institutions. A central goal of Pi Sigma Alpha is to increase engagement with and support for a diverse collection of members from a variety of backgrounds and institution types, and to create an overall environment of inclusivity. Thus, strong candidates will have experience working with diverse populations, and will provide evidence of being committed to furthering a climate of inclusivity and collaboration. The position is based in Washington, DC, but currently remote.

STATUS

Full-time, non-exempt

REPORTING RELATIONSHIP

Reports to the Executive Director

SUPERVISION EXERCISED

Occasional supervision of interns

ESSENTIAL FUNCTIONS

- Provide administrative and organizational support to the Executive Director, chapters, and students
- Communicate regularly with chapter advisors, administrators, and members
- Process memberships, orders, and grant applications
- Maintain and update databases
- Assist with planning and logistics for the Undergraduate Research Conference
- Update website and management of social media platforms
- Supervise interns as needed

MINIMUM QUALIFICATIONS

- Excellent organizational skills with high attention to detail, adherence to deadlines, and the ability to manage multiple projects at once;
- Experience with administrative responsibilities, including file and database management, processing financial transactions, managing budgets, and event logistics;
- Strong communication skills with significant experience in an external-facing communication role;
- Experience working with diverse populations and a commitment to equity and inclusion;
- Sound judgment and initiative related to independent action and problem-solving;
- Ability to write clearly and concisely;
- Some knowledge of website and social media maintenance;
- Ability to maintain confidentiality while working on sensitive tasks;
- Fluency in Microsoft Office and Google Suite.

PREFERRED QUALIFICATIONS:

- Experience working for a nonprofit organization;
- Knowledge of member databases and financial management software;
- Experience processing grant applications and reports;
- Supervision experience, particularly of interns; and
- Familiarity with higher education and the political science discipline.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment, to package and ship materials, and the ability to sit and to use a computer for significant periods of time.

ABOUT PI SIGMA ALPHA

Founded at the University of Texas in 1920, Pi Sigma Alpha's mission is to stimulate scholarship and intellectual interest in political science through a variety of programs for student members and local chapters. A nonpartisan organization, Pi Sigma Alpha is the only honor society for college students of political science and government in the United States. It is open to graduate and upper-level undergraduate students who have met the organization's criteria for academic excellence. To learn more about Pi Sigma Alpha, please visit pisigmaalpha.org. Pi Sigma Alpha is an equal opportunity employer and values diversity, equity, and inclusion among its members and staff. Members of underrepresented groups are encouraged to apply.

HOW TO APPLY

To be considered, submit a resume and a cover letter indicating how your experience and skills align with the description and the essential skills required of the position to Annie@ALTHRPartners.com. Consideration of applications will begin immediately and continue until the position is filled.