



## Job Ad for Programming Coordinator, Part-time, Remote

SASA is looking for an organized, fast learning, self-starting individual with management experience to fill the role of Programming Coordinator to manage SASA's 17 Teams by maintaining communication with their Team Leaders, and to coordinate organization-wide workflow. This leadership position is crucial for SASA's ongoing success, since it lies at the nexus between mainly independently operating Teams, and especially due to the largely volunteer nature of SASA's staff.

### Position Description:

This is a **part-time paid position** to manage and coordinate SASA's Teams, which fall into two categories: organizational, those that do the internal heavy lifting and public messaging, and programming, those that create and run SASA's public and educational programming. Teams consist of a Team Leader, experienced volunteers, and interns rotating in three cohorts per year. A major component of the position is troubleshooting as issues arise on Teams or on projects that require Team collaboration.

Other areas of work include developing in-house workflow procedures, recording them in process documents, aiding big projects, assisting in policy development and strategic planning, and handling potential personnel issues. Moreover, the Programming Coordinator must be very flexible, adaptive, and comfortable working independently, leading productivity and positive outcomes, as new projects and tasks emerge. The Programming Coordinator will also serve as interim Team Leader for some Teams that are in between Leaders.

This work is accomplished through weekly collaborative meetings with SASA Executive Director David Danzig, bi-weekly meetings with individual Team Leaders, facilitating monthly meetings for all Team Leaders, and ongoing communication across a range of staff members. All meetings take place via video call and all work is done remotely. The Programming Coordinator will usually have their own volunteer assistant and/or intern to help with tasks.

The duration of this position is open ended, beginning **immediately**. Work hours are **10 hours per week**, though specific time of day is flexible. Wage is set at **\$15 per hour**.

This position is most well-suited for someone with a background in the humanities with management and/or project management experience, who is seeking to enhance their management skills and impact educational spheres in the US and internationally through nonprofit, academic-adjacent work. This is an exciting opportunity for someone who envisions themselves in an organizational leadership role in their future career!

### Primary Responsibilities:

- Managing the Team Leaders
- Maintaining lines of communication between Teams
- Team-level troubleshooting and support

- Organization-level troubleshooting
- Leading some Teams on an interim basis
- Leading the maintenance of high level of organization-wide productivity
- Developing process workflow and procedures as needed
- Policy development as needed
- Assisting in project/program development
- Managing issues with Volunteers and Interns should they arise
- Organizing SASA's professional development program
- Other duties as assigned

#### **Necessary skills:**

- Excellent communication, management, leadership, and organizational skills
- Excellent interpersonal skills
- Excellent planning, research, and writing abilities
- Ability to effectively assign tasks and achieve desired outcomes by leading others
- Ability to work and communicate effectively remotely
- Flexibility in prioritization of tasks
- Some management experience in an academic, educational, or professional context
- Ancient Studies interest

#### **Desired skills:**

- Management experience and professional experience
- Mass communications experience and light website design
- Ancient Studies educational background is beneficial

To apply, please send your resume and cover letter to [recruitment@saveancientstudies.org](mailto:recruitment@saveancientstudies.org). Applications will be reviewed on a rolling basis. We aim to have this position filled **no later than July 22, 2025**.

#### **About SASA**

SASA is a US-based non-profit organization, tax exempt under IRS code 501(c)(3). SASA's mission is to counter the downward trend in Ancient Studies fields in academia, by (1) uniting graduate students to (2) engage students by guiding the widespread American interest in ancient times toward Ancient Studies, to (3) facilitate ease of access to studying the ancient world, and to (4) support and reimagine scholarship as a lifelong pursuit for those who work as professionals in other areas after receiving their PhDs.

At this time, the vast majority of positions with SASA are unpaid, including management, volunteers, and interns, save for some few project positions paid for through grant funding. Since work for SASA is all done remotely, we take a proactive approach to supporting our volunteers and interns. Our goal is that internships with SASA are mutually beneficial, such that volunteers help work on various SASA projects and gain experience in multiple areas, learn skills, gain knowledge, and build connections with numerous people in Ancient Studies and the nonprofit world. Interns work alongside volunteers with more experience and under the guidance of our Team Leaders and the Director. Our work atmosphere is exploratory and collaborative. We all enjoy the company of people who have varied backgrounds and interests of all ages, and who are passionate in their pursuits.