

A Magazine of Politics & Culture

CURRENT AFFAIRS

300 Lafayette St. #210, New Orleans, LA 70130 • 504-233-4211 • currentaffairs.org

Administrative Coordinator and Subscriber Relations Specialist

Hours: Part time, 16 hours per week

Pay: \$26- \$29/hour

Classification: Part-time employee (W-2)

Location: Hybrid — hours in office required (CBD, New Orleans)

Schedule: Flexible hours

About the job:

We're an independent, reader-supported publication looking for a calm, very organized person to help with customer service, subscriptions, and day-to-day administrative work. You'll be the main point of contact for subscribers and customers, help keep orders and inventory moving, and occasionally support our Development Director with donor-related admin tasks. This is a clearly scoped, part-time role with set hours and priorities. This role is capped at 16 hours per week. We won't ask you to work beyond that.

There's potential for this position to grow into a full-time role after about a year, depending on performance, interest and funding.

What you will be doing:

Administrative Duties: 30%

- Keeping up with contributors' contracts
- Paying contributors, vendors and other third parties
- Keeping track of payments for 1099s

Customer service & subscriptions- 30%

- Track customer support email, answer requests in a timely manner
- Forward complicated requests to Development Director
- Process shipping requests
- Help with occasional sales or promotions

Orders, Shopify fulfillment -30%

- Manage orders through Shopify and print-on-demand platforms
- Mail back issues, stickers, and other materials from the office (we use Stamps.com)
- Track inventory and update availability when items sell out
- Order restocks as needed
- Keep internal order and inventory spreadsheets up to date

Office Upkeep - 10%

- Support general office organization; order office supplies, sort mail

Who we're looking for:

Experience with HubSpot, Stripe, or similar systems, or clear comfort learning new tools quickly is very important. Experience with Google Drive is required. Sound judgment in distinguishing urgent needs from longer-term priorities. Calm, clear communicator, especially over email.

Organized, detail-oriented, and reliable. Experience working in an office is a plus, but we're also open to people who can show they learn systems quickly and independently.

We encourage applications from people with nontraditional career paths, from those returning to the workforce, and from candidates whose experience may not follow a typical résumé trajectory.

Current Affairs is an equal opportunity employer and values a diverse workforce. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected status. We are committed to providing reasonable accommodations for qualified individuals with disabilities in accordance with the Americans with Disabilities Act.

How to apply:

Email Sonya Eugene at sonya@currentaffairs.org with the subject line: **Subscriber Relations Coordinator – [Your Name]**

Please include your resume and short cover letter in one PDF. In your cover letter, please also answer the following question (a sentence is plenty): What was a news moment this year that stuck with you for unexpected reasons?