



## **Early Childhood Research Analyst**

### **Job Description**

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education.

Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

### **Position**

The Early Childhood Research Analyst (ECRA) conducts research and analysis on relevant policy issues affecting young children and their families in order to help advance the programs of The Hunt Institute. The research performed will be translated and used by the ECRA, Policy Analysts, and leadership team for publications and program curriculum designed for senior-level state policymakers. The ECRA will report directly to the Senior Policy Analyst for Early Learning.

### **Responsibilities**

- Gather and analyze data related to young children and families.
- Perform qualitative and quantitative research.
- Assist with duties related to the production of early childhood issue briefs/policy memos/state-specific data packets, etc.
- Create clear and useful reports and recommendations for organizational use.
- Meet regularly with Senior Director for Early Learning and Senior Policy Analysts to discuss research assignments.
- Identify and perform the research approach needed, such as interviews, evaluations, online, or other approaches, to assist the development of The Institute's work.
- Manage and reply to project-related correspondence.
- Organize, maintain, and update data/content.
- Prepare other articles, reports, and presentations as requested.
- Perform routine clerical duties as instructed, if essential to the research activities of the team/project to which the research analyst is assigned.
- Assist in completing evaluation reports and compiling results.
- Perform other duties as assigned.

## **Qualifications**

- Bachelor's degree required.
- Demonstrated experience with researching and gathering data to support policy documents.
- Knowledge of research methodology, evaluation, and statistics to be able to understand and interpret the validity and significance of findings.
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.

## **Ideal candidates will also demonstrate:**

- Knowledge of state and national early education policy.
- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Constant seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to The Hunt Institute's mission, vision, financial stability, and success.

## **Equal Employment Opportunity**

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference and background investigation.

**To apply:** Please submit cover letter, along with a résumé or CV, and a writing sample (no more than five pages; sections from a longer paper can be submitted) to [applicant@hunt-institute.org](mailto:applicant@hunt-institute.org) with the subject line "Last Name – Early Childhood Research Analyst." **No phone calls, please.**