



Associate Policy Analyst – Early Learning

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 Associate Policy Analyst for Early Learning (APA-EL) focuses on the development, well-being, and education of young children from prenatal to age eight and maintains an understanding of early childhood policy issues, translating them into publications and curriculum for high-level state policymakers. The APA-EL conducts research and analysis on relevant policy issues and contributes to grant report requests, policy briefs, primers, and case studies for dissemination. The APA-EL reports directly to the Senior Policy Analyst for Early Learning, under the supervision of the Senior Director of Early Learning.

Responsibilities

- Conduct early childhood policy research and data analysis to help provide policymakers with information on best practices, trends, and current research.
- Track state and federal policy and political developments in the early childhood field.
- Develop materials (grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Hunt Institute's strategic plan and mission.
- Respond to data and policy inquiries on assigned early childhood policy topics in internal strategic planning sessions, partner meetings, meetings with policymakers, and during the development of publications and events.
- Provide research support to staff across the organization, as assigned.
- Contribute to the development of major Institute policymaker convenings, including state legislators retreats and cross-state and national events for senior state policymakers.
- 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.
- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

Ideal candidates will also demonstrate:

- Knowledge of state and national P-16 education policy.
- Demonstrated resourcefulness and good judgment.
- Hands-on, 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 with the subject line "Last Name – APA-EL." **No phone calls, please.**