



Program and Events Assistant

- 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 Program & Events Assistant (P&EA) supports planning and coordination of The Hunt Institute programs and activities (both virtual and in-person programming), including, but not limited to Hunt-Kean Leadership Fellows, State Legislators Retreats, bi-annual Board of Director meetings, and state and national policymaker cross-state convenings. The P&EA identifies venues, notifies attendees, coordinates travel arrangements, and supports on distributing materials for distribution. The P&EA ensures implementation of The Hunt Institute policies and practices, participates in program budget development and expenditure tracking, prepares logistical communications as needed, keeps updated Institute records, and creates reports or proposals for all vendor relationships related to the program and/or event. The P&EA works collaboratively with the Early Learning team, Policy & Research team, Higher Education team, and Communications team to plan events and manage communications.

Responsibilities

- Ensure strong logistical coordination for both in-person and virtual convenings/webinars.
- Establish and maintain relationships with vendors and venues.
- Negotiate contracts, book event space/venues, arrange food & beverage, audiovisual needs, make travel arrangements, order event signage, and ensure appropriate décor to meet the quality and budget of the event.
- Book venues, entertainers, photographers, and schedule speaker prep calls/webinars.
- Review and provide regular budget to actual updates on costs.
- Work with the communications and policy teams to coordinate, create, and develop marketing materials, and website and social media messaging for programs as needed.
- Support event tracking timelines as it relates to programmatic responsibilities.

- Manage onsite logistics for events and anticipate and address potential problems that may arise.
- Plan for potential scenarios that could impact the integrity of the event.
- Conduct final inspections on the day of the event to ensure everything adheres to The Hunt Institute event standards.
- Manage online registration for all events and attendees.
- All other duties as assigned.

Qualifications

- Commitment to The Hunt Institute's mission and vision, alongside a passion for challenging entrenched systems of educational inequity and bettering public education for all children.
- Experience successfully executing large events.
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- The ideal candidate will also have experience with Zoom, C-Vent (or similar online registration platforms), Guidebook, and MailChimp (or similar email management system).
- Ability to engage diverse audiences, including senior-level elected officials, both as a discussion moderator and in one-on-one conversation.
- 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 meet deadlines.
- Ability to pay attention to accuracy and detail while thinking broadly.
- Bachelor's degree is required.
- 3-5 years demonstrated event planning experience.
- Ability to travel (anticipated 15 -20%).

Ideal candidates will also demonstrate:

- Knowledge of state and national P-16 education policy.
- Resourcefulness and good judgment.
- Experience working with and/or for elected officials.
- 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 check and background investigation.

To apply: Please submit cover letter, along with a résumé or CV, to applicant@hunt-institute.org with the subject line "Last Name – Program & Events Assistant." No phone calls, please.