



**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. We are an equal opportunity employer that offer competitive salaries and a progressive benefits package. The Hunt Institute provides a dynamic intellectual environment in conjunction with an organizational structure that facilitates teamwork and collaboration.

**Position**

The Events Assistant (EA) supports the Events & Engagement Team in planning and execution of The Hunt Institute events. This position is responsible for scheduling internal cross-team meetings, managing meeting agendas, and taking meeting notes. The EA will provide logistics support to team members planning in person and virtual events. The Events Assistant will also provide support to team members to identify and compare meeting venues and hotels as well as booking travel for staff and attendees. A primary role of this position will be to work with event budgets supporting Events & Engagement Team members to track projected cost estimates during the planning of events. Following each event, the EA will work with the Finance & Operations team to update each event budget with the actual expenditures as well as monthly assisting the team with reconciling invoices and credit card statements.

The Events Assistant reports directly to the Director of Events & Engagement and works collaboratively with the Events & Engagement team, Finance & Operations team, Communications team, Equity Initiatives team, Early Learning team, K12 team, Higher Education team and National Programs team to support event and travel planning. This position is based in Cary, NC.

**Responsibilities**

- Supports the work of the Events & Engagement Team in planning all in-person and virtual events.
- Works with internal teams to create CVENT registration pages and manage reports for team members.
- Manages logistics for staff travel as well as small virtual events and policy dinners/luncheons.
- Assists with the management of meeting schedules, agendas, and notes for internal bi-weekly event planning meetings with internal teams including Early Learning, Higher Education, K-12, Equity Initiatives and National Programs Teams.

- Researches and creates a cost comparison of meeting spaces, hotels, dinner venues, entertainers, photographers, florists, and other vendors as needed.
- Works with the Finance & Operations Team to review and provide regular budget to actual updates on costs.
- Works with both the communications teams to coordinate, create, and develop marketing materials, website and social media messaging for programs as needed.
- Works with Events & Engagement team and Communication team members to identify need for signage at events and coordinate print order.
- Assists with printing and assembling materials for events including but not limited to name tags, table tents, staff support materials, etc.
- Assists with boxing and shipping materials to event locations.
- Assists onsite logistics for events and anticipates and addresses potential problems that may arise.
- Plans for potential scenarios that could impact the integrity of the event.
- Ensures events adhere to The Hunt Institute event and program standards.
- 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 planning and executing events.
- Experience with budgeting and accounting preferred.
- Proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- The ideal candidate will also have experience with Monday.com, Zoom, C-Vent or similar online registration or project management platforms.
- 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.
- Associate's degree is required.
- Bachelor's degree is preferred.
- Two – three years of demonstrated event planning experience or position related degree (Event Management, Hospitality, etc.).
- Ability to travel (anticipated 20-25%) including some nights & weekends.

## Ideal candidates will also demonstrate:

- Awareness 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.

## Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$40,000 - \$55,800.

## 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.

## Applying for the Position

*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 – Program & Events Assistant." No phone calls, please. **Priority will be given to applicants who apply by July 31, 2022.***