



Program Assistant – State Engagement

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 Hunt Institute seeks a Program Assistant for State Engagement (PA-SE) to support its growing state work. As The Institute expands its state legislative retreat model, this position will play a critical role in supporting the program development, coordination, and implementation of The Institute’s state legislative retreat model in states across the country.

The PA-SE will serve as a key program support for state legislative retreats and similar state engagement convenings, which includes contributing to agenda development, identifying and preparing speakers, developing materials, and coordinating associated project timelines. As a member of the Programs Team and reporting to the Deputy Director of State Engagement, the PA-SE will support the execution of programs from start to finish and provide key support to team members during the planning and implementation of the state engagement team’s programming. Their duties include communicating between program participants and managerial staff, creating and updating program schedules, and assisting in the planning and managing of programs. The PA-SE will be based out of The Institute’s office in Cary, North Carolina.

Responsibilities:

- Contribute to the design and development of major Institute policymaker convenings around the country, including state legislative retreats and other learning experiences for state legislators.
- Develop materials (grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support our strategic plan and mission.
- Serve as a critical support to the State Engagement team, taking regular meeting notes, providing content support and tracking, and managing key dates and deadlines.
- Develop and regularly update program management documents and work with the State Engagement team to ensure everything is on track.

- Communicate with external partners, policymakers, and other stakeholders to support their attendance at and participation in Institute programming.
- Participate in meetings with external partners and policy makers.
- Provide meeting summaries and analysis of major issues impacting education around the country.
- Monitor action and issues in partner states in order to provide the most relevant content possible to legislators.
- Provide support to the Deputy Director of State Engagement on reports, presentations, and external communications.
- Support and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Serve as a thought partner on a growing team that is working to develop high-quality systems and policies.
- Perform other duties as assigned.

Qualifications:

- Commitment to the mission and vision of The Hunt Institute, alongside a passion for challenging entrenched systems of educational inequity towards the bettering of public education for all children.
- Knowledge of national birth-16 education policy.
- Demonstrated program experience.
- Excellent writing and communication skills.
- Excellent relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Passion for investing in the growth of colleagues; able to motivate and rally support in service of organizational mission and goals;
- Ability to handle multiple assignments and accomplish deadlines; ability to pay attention to accuracy and detail while thinking broadly.
- Ability to anticipate and identify challenges before they happen and take the initiative to address the issue in an appropriate manner.
- 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 work in a fast-paced environment.
- Bachelor's degree required.
- 1 – 3 years of work experience preferred.
- Ability to travel (15% estimated)

Ideal candidates will also demonstrate:

- Ability to be a self-starter, detail oriented and highly organized.
- Resourcefulness and good judgment.
- Leadership by example.
- The value of diversity of thought, backgrounds, and perspectives.
- Integrity/ethics beyond reproach.
- Persistence and a sense of optimism when confronted with obstacles.
- 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.

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* – Program Assistant, State Engagement.” No phone calls, please.

Priority will be given to applicants who apply by September 30, 2022.