



Program Assistant for National Programs

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 National Programs (PA-NP) to support its longstanding work with senior-level policymakers across the country. As The Institute expands and enhances its work spanning policymakers across the nation, primarily through the Hunt-Kean Leadership Fellows and our work with former and current governors, this position will play a critical role in supporting the program development, coordination, and implementation of The Institute's national programming.

The Program Assistant will provide key program support for programming with the Hunt-Kean Leadership Fellows, former governors, and current governors, which includes contributing to agenda development, researching speakers, supporting development of materials, and coordinating associated project timelines. As a member of the National Programs Team, and reporting to the Deputy Director of National Programs, the Program Assistant will support the execution of programming and material development and provide key support to team members during the planning and implementation of the programming and material development. Their duties include communicating between internal teams and program participants, updating program schedules, and assisting in the planning and managing of programs. The program assistant will be based out of The Institute's office in Cary, North Carolina.

Responsibilities

- Contribute to the design and development of major Institute convenings around the country, including the Hunt-Kean Leadership Fellows convenings and programming for current and former governors.
- Support the development of materials including, but not limited to, issue briefs, session guides, PowerPoint presentations and web content to support our strategic plan and mission.
- Serve as critical support to the National Programs 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 National Programs team to ensure everything is current and on track.
- Provide meeting summaries and analysis of major issues impacting education around the country.
- Support the preparation for meetings with external partners and policymakers.
- Monitor major education issues and elections in states in order to provide the most relevant content possible to policymakers.
- 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 (10-15% estimated).

Ideal candidates will also demonstrate:

- Ability to be a self-starter, detail oriented and highly organized.
- Resourcefulness and good judgment.
- High level of professionalism & leadership.
- 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.
- High standards of excellence in execution events.
- Knowledge of state and national P-16 education policy.

- Experience working in fast paced environment.
- Resourcefulness and good judgment.
- Experience working with and/or for elected officials.
- 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 to applicant@hunt-institute.org with the subject line “Last Name – Program Assistant.” No phone calls, please. **Priority will be given to applicants who apply by October 28, 2022.**