



Program Assistant, Educator Diversity

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

In this role, the Program Assistant, Educator Diversity will support The Hunt Institute's work on the [One Million Teachers of Color](#) initiative, which aims to grow the number of teachers of color by 1 million by 2030. The Program Assistant will work across Coalition partners to help operationalize the Coalition's goals and create the structures necessary to make decisions and coordinate activities. The Program Assistant will play a critical role organizing members, filling gaps, and supporting the strategic mission of the Coalition. The Program Assistant will also support all work strands that The Hunt Institute leads for The Coalition.

In addition, the Program Assistant will support other Institute work as needed, including conducting research and analysis on relevant policy issues and providing information for reports, policy briefs, primers, and case studies for dissemination. The Program Assistant will report to the Senior Program Manager of Education Diversity and the position will be based out of The Institute's office in Cary, North Carolina.

Responsibilities:

- Support The Institute's One Million Teachers of Color initiative, a complex project with multiple stakeholders and partners.
- Conduct education policy research and data analysis to help provide policymakers with information on best practices, trends, and current research as related to educator diversity.
- Support the development of materials, including by not limited to, state data packets, issue briefs, session guides, presentations, and web content to support the mission of The Institute and 1MTOC.
- Oversee the development of Educator Diversity State Data Packets.

- Serve as critical support to the Equity Initiatives team taking regular meeting notes, providing content support and tracking, and managing key dates and deadlines.
- Develop and regularly update Coalition and program management documents.
- Provide meeting summaries and analysis of major issues impacting educator diversity across the country.
- Support the preparation of meetings with external partners and policy makers.
- Serve as a thought partner for the Equity Initiatives team and across The Institute for related work.
- Manage and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Participate in organization-wide strategic planning discussions as requested.
- 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.
- Passion for investing in the growth of colleagues; able to motivate and rally support in service of organizational mission and goals.
- 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.
- Exceptional analytical and conceptual thinking skills, especially as they relate to breaking down a problem or moving people and work from Point A to Point B.
- Demonstrated ability to cultivate partnerships both inside and outside of an organization and to move a group towards a common goal.
- 1-3 years of work experience in education, educational leadership, public policy, public administration, or related field preferred.
- Bachelor's degree required.
- Ability to travel (anticipated between 15-25%).

Ideal candidates will also demonstrate:

- Ability to be a self-starter, detail oriented, and highly organized.
- Knowledge of state and national P-16 education policy.
- 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 educational equity, diversity, and inclusion.
- 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." No phone calls, please. Priority will be given to applicants who apply by **January 23, 2023**.