



Operations Specialist

- 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 organization 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 drive education reform. Its mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children. The Institute's primary audience consists of governors, legislators, and other elected and state-level policymakers.

Position

The Operations Specialist will organize and administer office procedures for The Hunt Institute. The position also supports office operations of The Institute, including managing vendor relationships. Assist with oversight of IT contract with external vendor. Ensure all operations are carried on in an appropriate, cost-effective way, Improve operational management systems, processes, and best practices

The Operations Specialist will have a sharp business mind and proven success managing multiple projects. The Operations Specialist will bring experience in finance and IT management. Additionally, the Operations Specialist will display a proven ability to develop and maintain an environment of trust, diversity, and inclusion within the team. The ultimate responsibility will be to increase our operational efficiency in the Finance & Operations team. The ideal candidate will be based out of The Institute's Cary, NC office.

Responsibilities

- Maintain constant communication with leadership, team members, and vendors to ensure proper operations of the organization.
- In conjunction with the Senior Director of Finance & Operations (SDFO) develop and implement and organizational Purchasing Policy.
- Coordinate and maintain the equipment inventory database for the organization.
- Work with SDoF to ensure that office and technical equipment is available when needed.
- Routinely review equipment costs and provide cost analyses to ensure cost efficiency.
- Responsible for office set up, maintaining functioning office equipment, and replacements.
- Manage new hire equipment and communications set up.

- Serve as liaison with office service providers such as building maintenance, IT managed service provider, and equipment vendors.
- Serve as a “resource support” for Monday.com and other software platforms.
- Complete oversight of office operations including office seating/assignments and make any necessary adjustments needed due to staffing changes.
- Complete oversight of the IT system and monitoring and tracking of tickets with outside vendors.
- Provide support in Human Resource tasks such as posting job postings and candidate screenings as needed.
- With the direction of the SDoF, maintain appropriate levels of Hunt Institute swag.
- Serve as backup to the Executive Assistant.
- Create and maintain a cost effective and current supply list and vendor source for office and staff, and event team supplies.
- Flexible availability that may include work to be performed on weekends when staff is not present.
- 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.
- Associate degree in operations management, business administration, or related field preferred.
- 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.
- Previous experience in an operations management position, preferred.
- Excellent ability to contribute to organizational control of agency, and customer service.
- Trained in business negotiation processes.
- Knowledge of general business software and aptitude to learn new applications.

Ideal candidates will also demonstrate:

- Proficiency in Word, Excel, and PowerPoint, Monday.com is desired
- Ability to build positive working relationships with multiple levels of employee and leadership
- Thorough understanding of the importance of confidentiality, professionalism, and company values
- Excellent written and verbal communications skills
- Ability to prioritize in a fast-paced multi-task environment and work with minimal supervision.
- Ability to work effectively in a team environment

- Self-starter with a positive attitude
- Resourcefulness and good judgment.
- 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.

*To apply: Please submit cover letter, along with a résumé or CV to applicant@hunt-institute.org with the subject line “Last Name – Operations Specialist.” No phone calls, please. **Priority will be given to applicants who apply by January 23, 2023..***