



Program Coordinator – 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 Coordinator (PC) to support its growing state-engagement and national programs work. As The Institute expands its State Legislators Retreat (SLR) model, Hunt State Policy Fellows model, and implements The Institute’s signature programs – including Hunt-Kean Leadership Fellows, Governors Advisors Retreats, and national cross-state convenings this position will play a critical role in supporting the program development, coordination, and implementation of these programs.

The PC will serve as a key program support for convenings of senior-level elected officials and state legislators, including twice annual convenings of Hunt-Kean Leadership Fellows, State Legislators Retreats, Hunt State Policy Fellows, legislative policy dinners, and regional site visits. The Program Coordinator will support agenda development, identifying and preparing resource experts, timeline of material development, and coordinating the full project timeline. The PC will support the execution of The Hunt Institute’s state engagement and/or national programs from start to finish and provide key support to team members across teams during the planning and implementation process. The PC duties include communicating with resource experts and their administrative colleagues, creating and updating agenda templates for programs, recruiting attendees, and assisting in the planning and managing of programs as assigned. The Program Coordinator will be based out of The Hunt Institute’s office in Cary, North Carolina.

Responsibilities:

- Contribute to the design and development of major Institute policymaker convenings around the country that target senior-level elected officials, including State Legislators Retreats, Hunt-Kean Leadership Fellows, and other learning experiences for state legislators.
- Serve as a critical support to the State Engagement and/or 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

State Engagement and/or National Programs 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.
- Develop materials (e.g., grant reports, issue briefs, key takeaways, PowerPoint presentations, web content, etc.) to support The Hunt Institute's strategic plan and mission.
- Participate and support meetings with external partners and policymakers.
- 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.
- 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.
- Awareness of national birth-16 education policy.
- Demonstrated program/project management 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.
- Experience working for elected officials, political campaigns, PACs, advocacy campaigns, or political committees a plus.
- Bachelor's degree required.
- 3 - 5 years of relevant work experience preferred.
- Ability to travel (15 - 20% 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.

Work Schedule

This position is based out of 4000 Centregreen Way, Cary, NC 27513. The current hybrid work schedule is in the office Tuesdays, Wednesdays and Thursdays. Remote on Mondays and Fridays. Occasional evenings and weekends will be required.

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: \$60,000 - \$65,000.

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).