



Associate Policy Analyst

- Job Description -

[The Hunt Institute](#)'s mission is to secure America's future through quality public 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 Associate Policy Analyst (APA) focuses on North Carolina and maintains an understanding of education policy issues, translating them into publications and curriculum for high-level state policymakers. The APA conducts research and analysis on relevant policy issues and contributes to grant reports requests, policy briefs, primers, and case studies for dissemination. The APA reports directly to the Director of Policy & Research.

Responsibilities

- Conduct education policy research and data analysis to help provide policymakers with information on best practices, trends, and current research.
- Track policy and political developments at the North Carolina General Assembly and among other relevant stakeholders in the state.
- Develop materials (grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support our strategic plan and mission.
- Respond to data and policy inquiries on assigned education policy areas in internal strategic planning sessions, partner meetings, meetings with policymakers, and during the development of publications and events.
- Provide research support to staff across the organization.
- Contribute to the development of major institute policymaker convenings, including state legislative retreats and cross-state and national events for senior state policymakers.
- Performs other duties as assigned.

Qualifications

- Bachelor's degree is required.
- 1 – 3 years' experience conducting policy and data analysis in education.
- Demonstrated experience with using data to support policy development.
- Knowledge of research methodology, evaluation, and statistics to be able to understand and interpret the validity and significance of findings.

- Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

Ideal candidates will also demonstrate the following characteristics:

- Demonstrated resourcefulness and good judgment.
- Hands-on, leads by example.
- Values diversity of thought, backgrounds, and perspectives.
- Ability to multi-task while maintaining impeccable attention to details.
- Integrity/ethics beyond reproach.
- Interest in education policy in North Carolina.
- Constantly seeking to apply best practices.
- Willingness to work collaboratively and consider new ideas.
- Commitment to the organization's mission, financial stability, and success.

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 and background investigation.

To apply, please submit cover letter, along with a résumé and a writing sample (no more than 5 pages; sections from a longer paper can be submitted) to applicant@hunt-institute.org with the subject line "Associate Policy Analyst – *your last name*." Position is open until filled. **No phone calls, please.**