



Literacy 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 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 Literacy Specialist (LS) will join the policy & research team and maintain an expert understanding of literacy policy and practice, readily translating this knowledge into publications and curriculum for policymakers and stakeholders. The LS supports external engagement through The Institute's work to elevate best practices in evidence-based literacy instruction across educator preparation, licensure, program approval, and professional development. The LS will support management of The Institute's efforts to engage state education leaders, policymakers, teachers, and faculty members in order to strengthen literacy instruction and outcomes for all children.

The LS will be based out of The Hunt Institute's office in Cary, North Carolina.

Responsibilities

- Conduct education policy research and data analysis to help provide policymakers and stakeholders with information on best practices, trends, and current research on literacy.
- Contribute to the design and development of major Institute convenings, including cross-state and national events for policymakers and stakeholders.
- Develop materials (grant proposals, grant reports, issue briefs, PowerPoint presentations, web content, etc.) to support The Hunt Institute's strategic plan.
- 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.

- Manage and work on multiple projects, work within tight deadlines, and prioritize work as necessary.
- Serve as a resource for policymakers, education leaders, teachers, administrators, and families on topics related to literacy.
- Ensure accurate and appropriate record keeping and reporting.
- Develop metrics to ensure accountability, tracking, and monitoring of programs and initiatives.
- Periodically, and when necessary, update leadership on progress of The Hunt Institute's literacy work.
- 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.
- Master's Degree in Education (Concentration in Literacy/Reading preferred).
- K-12 Reading Specialist License preferred.
- Minimum of 3 years' experience in a K-8 school or equivalent environment.
- Current knowledge of research and effective practices in the areas of literacy development, literacy instruction, assessment, and professional development.
- Experience coaching and collaborating with teachers.
- Experience planning for and facilitating professional development workshops for teachers.
- Excellent interpersonal skills and flexible, responsive work style.
- Ability to travel (anticipated between 15-20%).

Ideal candidates will also demonstrate:

- 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.
- 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.

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 – Literacy Specialist.” No phone calls, please.