

Housing Navigator Research and Project Assistant



[Housing Navigator Massachusetts, Inc. \(HNMI\)](#) seeks a Research and Project Assistant for a contract position through December, 2021 with possibility for continuation. We are a new nonprofit developing an online search tool and information to find affordable rental housing throughout Massachusetts. After renter beta testing this spring, we expect to be live to the public later in 2021.

Position Summary

The Research and Project Assistant will work with HNMI's team (3 FTEs, additional part-time research team) on day-to-day and long-term projects, particularly with data. You will gain experience around the affordable housing landscape in Massachusetts with a passionate, collaborative team and our partners excited about bridging a significant digital divide. We benefit from strong relationships and buy-in from government, affordable housing owners, pro-housing advocates, and other stakeholders. You'll develop research, data, communications, and organizational skills and make a difference in one of our region's biggest challenges: affordable housing.

What You'll Do

- Improve the quality of information available about affordable housing in Massachusetts
- Enrich and validate data with publicly available information
- Communicate directly with owners and public agencies to gather details and resolve discrepancies
- Interact with owners to input their data and introduce them to the Housing Navigator's tools
- Join and provide your input to our regular team meetings
- Assist in analyzing the data and creating materials including visualizations
- Assist in other Navigator efforts such as user research, assessing search analytics and sharing data to inform policy making

Qualifications

- Meticulous, well organized, deadline and detail-oriented
- Self-starter who enjoys learning new skills, fostering innovation and solving problems
- Excellent researcher skilled in data collection, analysis and visualization
- Ability to work independently and with a team on multiple projects at one time
- Strong communication and interpersonal skills to build relationships with partners
- Facility with technology and passion for how it can be utilized to deliver better information
- Availability during normal business hours of 9 am to 5 pm EST
- Some familiarity with affordable housing in Massachusetts preferred
- B.A. or equivalent experience, ideally with coursework in related field of study

While work may be performed remotely, we plan to return to a hybrid work model later this year in Cambridge, MA. *Please only apply if you can commute to a Cambridge location.* You must also have an available workspace allowing interaction via Zoom/phone with our users and stakeholders in a professional manner.

Hourly rate: \$20-\$30 per hour; higher if full-time

Schedule: 25 hours per week minimum; strong preference for full-time 35/hr per week

Start date: May, 2021

To apply, please send a resume and brief cover letter to housingnavigatorma@gmail.com.

HNMI is committed to a diverse, inclusive environment in housing and its contracting. All qualified applicants will receive consideration for this position without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.