

POSITION DESCRIPTION

RESEARCH ASSOCIATE - August 2021

Fair Housing Center for Rights & Research is currently accepting applications for a full-time (35 hours/week) Research Associate. The Fair Housing Center is a not-for-profit fair housing organization whose mission is to protect and expand fair housing rights, eliminate housing discrimination, and promote integrated communities. The position is based in Cleveland, Ohio, however, staff currently have the option to work remotely in light of the COVID-19 pandemic.

General Responsibilities:

The Research Associate is responsible for working with the Senior Research Associate to conduct fair housing and fair lending research and conducting fair housing testing.

Duties:

- Designing and conducting research projects related to fair housing and fair lending, including reports detailing trends in housing, population, mortgage lending, foreclosure, and related matters.
- Assisting in writing press releases, presenting research to the public, and answering press calls regarding research.
- Coordinating fair housing testing, including assigning and analyzing tests.
- Assisting with recruitment and training of fair housing testers.

Qualifications:

- Excellent research and communication skills.
- Commitment to civil rights and fair housing.
- Well-organized, detail oriented, and able to work on a number of projects at one time.
- Ability to work independently and as part of a team.
- Proficiency in using Microsoft Excel and Word.
- Must have experience using ArcGIS.
- Experience with Census data, HMDA data, and other data sources preferred.
- Bilingual Spanish speaking preferred.

Education: Bachelor's Degree in urban planning, public policy, geography or related field required. Master's Degree preferred.

Salary: Full-time (35 hours a week), salary (\$32,000 - \$35,000 depending on experience) with benefits (medical, dental, vision, life insurance, 401(k) with employer match, paid holidays, 3 weeks of vacation and 12 personal/sick days per year)

Application Deadline: September 17, 2021 at 11.59 p.m. EST

Please send cover letter, resume, short writing sample, and names and contact information of three professional references by email to: Carrie Pleasants, Executive Director - cpleasants@thehousingcenter.org

Failure to submit all requested materials may result in application being rejected. No phone calls, please.

The Fair Housing Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, familial status, national origin, age, disability, ancestry, military status or genetic information. In addition to federal law requirements, The Fair Housing Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.