

POSITION DESCRIPTION

FAIR HOUSING RESEARCH ASSOCIATE

February 2010

The Housing Research & Advocacy Center is currently accepting applications for a full-time entry-level Fair Housing Research Associate. The Housing Center is a non-profit fair housing/fair lending organization whose mission is to eliminate housing discrimination and assure choice in Northeast Ohio by providing those at risk with effective information, intervention and advocacy.

DUTIES:

The Fair Housing Research Associate will work with the Associate Director and Executive Director in designing, undertaking, and writing research reports related to fair housing and fair lending matters, including reports detailing trends in housing, population, mortgage lending, foreclosure, and related matters. The Fair Housing Research Associate will also assist in writing press releases and answering press calls regarding research. In addition, the Fair Housing Research Associate will assist with the Housing Center's work related to enforcement and advocacy of fair housing laws, as well as the Housing Center's education and outreach work.

QUALIFICATIONS:

Required: Excellent research and writing skills; well-organized, detail oriented, able to work on a number of projects at one time; commitment to civil rights and fair housing; knowledge of Microsoft Excel, Word, and Publisher. Prefer: Experience with census, HMDA, and CRA research, as well as SPSS and GIS mapping software; bilingual Spanish speaking.

HOURS/PAY:

Full-time, some evening and weekend hours required.
Competitive non-profit salary with benefits based on experience.

APPLICATION DEADLINE:

February 26, 2010

Please send a cover letter, resume, and names of three references by mail or email to:

Jeffrey Dillman, Executive Director
3631 Perkins Avenue, Suite 3A-2
Cleveland, OH 44114
jdillman@thehousingcenter.org

No Phone Calls Please.

Women and minorities are encouraged to apply.