

Housing Navigator Research Assistant

Position Description



[Housing Navigator Massachusetts, Inc. \(HNMI\)](#) seeks 1-2 Research Assistant(s) on a temporary basis for a minimum of six months. We are a nonprofit offering tools and information about affordable rental housing—for renters, for owners, for anyone—throughout Massachusetts. We make it easier for people to find a home, giving everyone more time to focus on their hopes, their dreams, and their lives. We're hard at work on our first-in-the-state solution: a simplified, user-focused housing search tool expected to debut in the next six months.

Position Summary

A Research Assistant will work with HNMI's team to assist in day-to-day and long-term projects. This is an opportunity to gain knowledge and experience of the affordable housing landscape in Massachusetts. In this position, expect to develop research, communication, and organizational skills; experience in a virtual, professional environment; and gain a unique perspective on one of the biggest challenges both before and after the current COVID-19 crisis: affordable housing.

While work may be performed remotely, we prefer candidates located in Massachusetts. You must also have an available workspace which would allow you to interact via Zoom and telephone with our users (both property owners and renters) and stakeholders in a professional manner.

What you'll do

- Improve the quality of information available about affordable housing in Massachusetts
- Work as part of the team interacting with owners to input their data and introduce them to the Housing Navigator's tools
- Enrich our data with publicly available information and scrutinize for discrepancies
- Review our data to identify duplicate records that need to be merged
- When needed, communicate directly with owners, management companies, or public agencies to resolve data discrepancies
- Join and provide your input to our regular team meetings
- Other tasks may be assigned

Qualifications

- Meticulous, well organized, deadline and detail-oriented
- Self-directed with excellent independent research skills, particularly to discover and analyze public information
- Strong communication skills, problem-solving orientation and ability to foster good relationships with our property owner/manager users
- Facility with technology, including coaching others on its use
- Availability during normal business hours of 9 am to 5 pm EST
- Some familiarity with affordable housing in Massachusetts strongly preferred

Hourly rate: \$20-\$25 per hour

Schedule: 15-20 hours per week minimum; open to applicants seeking more time per week

Start date: January, 2021

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