



Housing Navigator Summer Data Internship

Position Description

March 2024

[Housing Navigator Massachusetts, Inc. \(HNMI\)](#) is a nonprofit offering tools and information about affordable rental housing—for renters, for owners, for anyone—throughout Massachusetts. We started with our first-in-the-state solution: a simplified, user-focused housing search tool now used by 38,000 people every month. At the beginning of this year, we launched our [data dashboards](#) based on the affordable housing rental inventory we built over three years. For the first time, these make public detailed information about the affordable rental housing in each municipality across the Commonwealth. Our next phase of work is to activate and deepen this data so that it can guide smarter affordable housing development and policy that best matches need.

Position Summary

The summer data intern will work to advance our new data product, both by enriching our dataset and by tackling a special project to connect more people with our dataset. This is an opportunity to work in a collegial, creative environment leveraging a one-of-a-kind dataset that unlocks detailed, comprehensive affordable housing data at a statewide level and help shape its impact.

Candidates must be able to meet in person for two days a week (Mondays & Wednesdays) at our office in Kendall Square. You will have the option to come into the office full time, but if working remotely you must also have an available workspace which would allow you to interact via Zoom and telephone in a professional manner.

What you'll do

- Enrich our dataset. As an example:
 - We hope to add & verify year built and year financed information to our inventory dataset, informed by public and privately available datasets. This project may involve collaboration with PhD students at local universities. We've consistently heard this is a priority for policymakers and researchers to better understand and evaluate housing development patterns and policy. The intern will also help to generate visualizations and inform new research agendas based on this data.

- Advance a project to activate the data. Projects will be tailored to experience and interest, but might include:
 - Scoping materials for a project on what low- and moderate- renters in our state are seeking, working through Housing Navigator MA's unique qualitative and quantitative data. This project requires familiarity with Google Analytics.
 - Introduce a set of local municipalities and housing advocates to our dashboards, and gather feedback on the dashboard content and usability.
 - Other tasks may be assigned or developed based on intern interest

Qualifications

- Meticulous, well organized, deadline and detail-oriented
- Self-directed with excellent independent research skills, particularly to discover and analyze public information
- Demonstrated interest in using data to understand and communicate about policy
- Familiarity with using large datasets, pivot tables, graphs, and basic formulas for analysis
- Strong communication skills, problem-solving orientation and ability to foster good relationships
- Ability to maintain confidentiality about any private or sensitive information
- Availability during normal business hours of 9 am to 5 pm EST
- Some familiarity with affordable housing in Massachusetts preferred

Hourly rate: \$30 per hour. If applicable, we will ask the intern to explore sources of University funding for nonprofit internships as well.

Schedule: 10 weeks full time, open to extension to part time through fall semester

Start date: May or early June 2024

To apply, please send a resume and brief cover letter to jobs@housingnavigatorma.org

In the cover letter, please mention any data analysis & visualization tools you are familiar with (eg: Tableau, GIS, R, STATA, Google Analytics, etc.) We will evaluate applications on a rolling basis.