



## Housing Navigator Summer Data Internship

Applications Due May 1, 2025

### Position Description

Are you a rising senior in high school or a recent graduate who's curious how data can shape decisions that impact real people? Do you want to gain hands-on experience working with information that can help solve big challenges—like making housing more affordable? If so, we encourage you to apply for Housing Navigator's 6-week, part-time **Summer Data Internship**.

[Housing Navigator Massachusetts, Inc.](#) develops technology that promotes housing equity and data that brings transparency to affordable housing throughout Massachusetts. We are a 501(c)(3) founded in 2019.

Our first-in-Massachusetts product – a simplified, user-focused housing search tool – launched in August 2021 and is now the #1 affordable housing search tool in the state. Over 100,000 people accessed the site in the first year. We are constantly enhancing our service, hosting more users (now 35,000+/month), adding listings, and working to improve access to affordable housing at a systemic level. We partner with the public sector, housing owners, housing advocates, and technology leaders. In addition to this role, our team includes 6 full time staff based in Cambridge, MA.

### What You'll Do

As a Summer Data Intern, you'll play an important role in **making sure our data is accurate, complete, and ready to drive real change**. This is a key part of helping people find homes and shaping better housing policies. The internship is a great opportunity to build valuable skills, explore career paths in data and public policy, and make a meaningful impact.

#### 1. Strengthen Our Data—The Foundation of Our Work

- **Help verify and organize key housing information** (which could include data like affordable housing unit types, ownership information, and project statuses) using public records and other sources.
- Collaborate with Housing Navigator's Data Team, housing experts, and other interns to **improve the accuracy of our statewide housing dataset**.
- Turn numbers into insights by **creating graphs and visualizations** that can help researchers and policymakers understand housing trends.

## 2. Bring the Data to Life—Turning Information into Action

Depending on your interests and organizational needs, you may also:

- **Help research what renters in Massachusetts want** in a home by analyzing survey data and website activity.
- Work on other projects that align with your skills and interests.

### Who Should Apply?

We're looking for curious, detail-oriented, and motivated **rising senior high school students or recent graduates** who are interested in gaining real-world experience at the intersection of data, research, and policy. You **don't need previous experience with data analysis—just a willingness to learn!** We'll teach you along the way.

You might be a great fit if you:

- **Like working with numbers and solving puzzles**—you enjoy organizing information and making sense of it.
- **Are detail-oriented**—you double-check your work and like things to be accurate.
- **Are self-motivated**—you're comfortable working independently and figuring things out as you go.
- **Are interested in data, policy, or housing**—you want to see how data can be used to make a difference.
- **Are comfortable with basic spreadsheets** (or eager to learn how to use them!).

### Internship Details

- **Hourly rate:** \$17 per hour. If the intern is eligible for funding for nonprofit internships, we will ask that they explore these avenues.
- **Schedule:** Part time, 6 weeks (3-days a week, 8 hours per day)
- **Location:** You'll need to report to our **Kendall Square (Cambridge, MA) office from 9am - 5pm on Mondays and Wednesdays**. On Tuesdays, you can choose to work from home or come to the office.
- **Start date:** June 30, 2025

### How to Apply

To apply, please send a resume and a short cover letter with **summer data internship** in the subject line to [jobs@housingnavigatorma.org](mailto:jobs@housingnavigatorma.org) by **Thursday, May 1**. Here is a helpful guide to writing a [cover letter](#) and [resume](#), if it's your first time writing one. Please let us know:

- Why you're interested in this opportunity
- Any experience you have with organizing data (even in school projects)
- Any data tools you've used before (like Excel, Google Sheets, or even tools like Google Analytics or Tableau—but no worries if you haven't used these yet!)

If we choose to move forward with your application, we'll invite you to schedule up to **two 30-minute interviews** held between Monday, April 28 and Friday, May 9 with members of the Housing Navigator Data Team. We expect to make an offer for this position by **mid-May**.

**We encourage you to apply even if you're not sure you meet every requirement!** If you're excited about this opportunity, we'd love to hear from you.

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