Housing Navigator Massachusetts, Inc. (HNMI) seeks 1-2 Research Assistant(s) on a temporary basis for the summer of 2020. 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.

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.

What you’ll do

- Improve the amount and the quality of information available about affordable housing in Massachusetts
- Enrich our data with publicly available information and scrutinize for discrepancies
- Review our data to identify duplicate records that need to be merged
- Review our data to identify records that are incorrectly merged
- In some cases, you may 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
- Ability to identify common patterns or characteristics across data sets
- Familiarity with communities in Massachusetts

Hourly rate: $20 per hour
Schedule: 15-20 hours per week
Start time: Early June, 2020

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