

POSITION DESCRIPTION
FAIR HOUSING RESEARCH INTERN
March 2024

Fair Housing Center for Rights & Research (formerly known as the Housing Research & Advocacy Center) is accepting applications for a part-time Fair Housing Research Intern. The Fair Housing Center is a not-for-profit fair housing organization whose mission is to protect and expand fair housing rights, eliminate housing discrimination, and promote integrated communities. The position is based in Cleveland, Ohio. While significant work may be performed remotely, this position will require in-person work and travel on occasion (for which time and mileage will be compensated) to various locations within Northeast Ohio.

General Responsibilities: The Fair Housing Research Intern assists the Policy & Research Team with related activities. The Fair Housing Research Intern reports directly to the Senior Research Associate.

Duties:

- Assist with data collection and analysis for research projects related to fair housing and fair lending including reports detailing trends in housing, population, mortgage lending, foreclosure, and related matters
- Assist with scheduling and conducting interviews, focus groups, and community meetings to gather stakeholder input for research projects
- Compile charts, graphs, and maps for research projects
- Assist with writing press releases, social media, and blog posts related to research
- Proofread and edit documents as needed
- Assist with outreach events as needed

Qualifications: Strong commitment to civil rights; excellent written and oral communication skills; proficiency in MS Word, and Excel; some experience with ArcGIS, QGIS, R, or other data analysis software preferred; experience with Census data, HMDA data, and other data sources is preferred; well organized with ability to work independently and as part of a team. Must be able to commit to a regular schedule of a minimum of 15 hours per week.

Hours/Pay: 15-20 hours per week (flexible) / \$15.00/hour

Application Deadline: Open until filled.

Please send a cover letter, resume, and names and contact information for three references by email to Carrie Pleasants, Executive Director, at cpleasants@thehousingcenter.org with "Fair Housing Research Intern" as the email subject.

Failure to submit all required information may result in an application being rejected. No phone calls, please.

The Fair Housing Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, familial status, national origin, age, disability, ancestry, military status or genetic information. In addition to federal law requirements, The Fair Housing Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.