

# Fair Housing Contact Service

## Research Associate Position Description

### Newspaper Advertisement:

**Research Associate** Strong research, statistical and mapping skills required. Contract position. 30 hrs/wk. Details at [www.fairhousingakron.org](http://www.fairhousingakron.org). Resume and cover letter in Word/PDF format only to [akrjob@gmail.com](mailto:akrjob@gmail.com) by 1/8/12. No calls.

**The ideal candidate possesses:** Proficiency in various statistical and mapping software programs. Strong research skills. Experience designing and conducting evaluations, analyzing outcomes and producing written reports. Ability to work effectively with diverse populations. Exceptional verbal and written communication skills. Excellent organizational skills and attention to detail. Familiarity with the service area (Summit, Portage, Medina, and Stark Counties) a plus. Bachelor's Degree in related field and two or more years' related work experience.

### Duties:

- Establish baseline data for use in measuring progress towards programmatic goals
- Obtain and map addresses where Housing Choice Vouchers are utilized
- Research and identify best practices in the provision of mobility counseling
- Coordinate focus groups with stakeholders to gather input on barriers to mobility counseling
- Develop model protocols for the provision of mobility counseling
- Gather and present data in various accessible and useable formats including maps, tables, charts, and graphs.
- Disseminate, promote use, and document the impact of mobility counseling protocols
- Research and identify properties for use in systemic housing investigations
- Obtain list of housing providers on Rental Registries for 4-county service area
- Participate in updating Fair Housing Contact Service's Language Access Plan
- Other duties as assigned

**Must be available to attend required Fair Housing Training course in CA February 26 – March 2, 2012.** Additional time may be needed for travel. Travel, food, and lodging expenses paid by Fair Housing Contact Service.

As expected of all employees, this employee is required to perform his/her job responsibilities in a manner consistent with the overall mission and core values of Fair Housing Contact Service.