



Research Associate

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit corporation that helps build homes and communities across Rural America. For more than 50 years, HAC has supported local efforts to improve rural housing conditions. HAC provides affordable lending, technical assistance, training, research, information and policy development services to the nonprofit, for-profit, and public sectors.

At HAC, we celebrate the rich diversity of rural America and proudly maintain a diverse staff and Board of Directors. We are an equal opportunity workplace whose decades of success come from being open, inclusive, and connected to each other. Black, indigenous and people of all colors are encouraged to apply.

POSITION DESCRIPTION

The Research Associate conducts original research, manages data, and disseminates information that informs local strategies and national policies to improve conditions for Rural Americans. The Housing Assistance Council's Research team is widely recognized as a leading source of research, data, and information for community-based practitioners, public and private stakeholders, and policymakers working on housing issues that impact rural communities. A strong candidate will bring to the job analytic rigor and a deep desire to help rural people and places thrive, plus the willingness to grow as a thought leader in the field.

The position comes with a competitive salary, generous benefits, and the opportunity to work in an energetic and mission-focused environment.

PRIMARY RESPONSIBILITIES

Primary responsibilities for this role include (but are not limited to):

- Researches and prepares, either independently or as part of a project team, research reports and other information products and publications.
- Prepares written materials, including analysis of social, economic, and housing conditions; review of federal regulations and policies; newsletters; online content

and other materials that are clear, compelling and help a general audience understand impacts on rural places and people.

- Represents HAC at coalitions, other organizations, federal departments, and agencies on research and policy-related matters.
- Makes and/or prepares presentations, with pertinent data, at symposiums, conferences, workshops, and seminars.
- Presents information about research and policy to small and large groups in person, by webinars or other electronic means, and in response to media inquiries.
- Helps in the development of rural housing research and policy recommendations, drafts comments on regulations.
- Helps conceptualize and/or raises funds for research, training, and policy efforts.
- Comments on peers' work.
- Performs other duties as necessitated and assigned.

QUALIFICATIONS

Certain education, knowledge, skills, and abilities for this position is required. Other abilities and experience are preferred.

Required

- Graduate degree and/or relevant professional experience.
- Superior writing and analytic skills.
- Experience in computer-assisted social science research, including knowledge of statistical methods and the use of databases and spreadsheets.
- Excellent organizational skills and ability to balance multiple tasks.
- Demonstrated commitment to social justice issues.
- Interest in rural issues.
- Proven ability to work independently.

Preferred

- Experience with housing issues and resources as they relate to rural and low-income populations.
- Professional work experience in housing and/or community development, research, or policy
- Experience and proficiency with quantitative data methods and data analysis.

COMPENSATION

HAC offers a competitive compensation package with excellent benefits and growth opportunities. Our generous benefit package includes health insurance; life and other

insurance; and a retirement plan with an employer match.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position operates in a professional office environment. Travel may be required. The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This role routinely uses standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.
- This role routinely uses the English language to engage with internal and external stakeholders by phone, email, and in person. The employee is expected to be able to accurately exchange information with these stakeholders.
- The employee must be able to lift, up to, 15 pounds at times.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email a resume and cover letter, including salary requirements, to jobs@ruralhome.org with Research Associate in the subject line. Applications will be reviewed upon receipt, with interviews starting immediately. Submissions received without a cover letter and salary requirements will not be considered.

Position Title	Research Associate
Reports to	Director, Research & Information
Business Unit	Research & Information
Location	Varies
FLSA Status	Exempt
Employment Status	Full-Time
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.