

POSITION DESCRIPTION

RESEARCH ASSOCIATE (Level I)

POSITION

Each of the Housing Assistance Council (HAC) Research Associates, along with HAC's other Research and Information (R&I) staff, fulfills HAC's research program in accordance with HAC's mission and the requirements of its funding sources. HAC Research Associates are responsible for completing research and publications projects independently or as members of project teams and for performing other research-related duties in support of the organization.

DUTIES AND RESPONSIBILITIES

1. Researches and prepares, either independently or as part of a project team, HAC research reports and other HAC publications.
2. Provides up-to-date research information and statistical data to support activities of the organization.
3. Prepares technical and analytical information on federal housing legislation, regulations, and instructions related to the housing conditions and needs of rural low-income residents.
4. Provides assistance to local organizations and others seeking statistics and other research related information.
5. Makes and/or prepares presentations, with pertinent data, at training conferences, workshops and seminars.
6. Helps in the development of rural housing policy recommendations, drafts comments on regulations, and drafts congressional testimony, as requested.
7. Helps conceptualize and/or raises funds for, research, training, and informational projects.
8. Comments on peer researchers' work, as assigned.
9. Performs other duties as assigned.

QUALIFICATIONS

Required

Experience in computer-assisted social science research, including knowledge of basic statistical methods and the use of databases and spreadsheets.

Superior writing and analytic skills.

Excellent organizational skills and ability to balance multiple tasks.

Demonstrated commitment to social justice issues.

Interest in rural low-income housing issues.

Proven ability to work independently.

BA degree or equivalent professional experience.

Preferred

Graduate degree and/or relevant academic experience.

Experience with housing programs and issues as they relate to the rural poor.

Professional work experience in housing and/or community development research or policy.

SUPERVISION

Responsible to the Research and Information Director.

HAC IS AN EQUAL OPPORTUNITY EMPLOYER.

(Rev. 6/06)