

Job Advertisement

September 15, 2020

HOUSING POLICY RESEARCH ASSISTANT
Policy Research and Advocacy Department
Part-Time Contract Position, 11 months

Program Description:

The Community Service Society (CSS), a leading organization dedicated to alleviating poverty through research, advocacy, litigation and innovative services, seeks a dynamic and technically skilled Research Assistant. Reporting to Housing Policy Analyst Sam Stein, the Housing Policy Research Assistant will conduct primarily quantitative research to support the work of the Housing Policy and Research staff toward the goals of evaluating existing policies, exploring proposed reforms, and making the case for alternative approaches that will aid New York City and State's low-income residents secure affordable and stable housing.

Job Components:

- Aid the housing policy staff in analyzing the results of our annual Unheard Third survey, especially in relation to the impacts of the 2019 rent law reforms, the status of NYCHA housing, and the Covid pandemic and related recession.
- Analyze the potential impacts and budgetary implications of various proposals for housing policy reforms, including: the costs and impacts of existing policies; various political candidates' programs, particularly in the mayoral race; federal, city and state-level Covid relief, recovery and stimulus packages; and housing advocates' proposals for new and reformed programs.
- Track, evaluate and map the dynamics of evictions in New York City.
- Create updated fact sheets for all legislative districts (City Council, Assembly, State Senate, and Congressional) that demonstrate the composition and condition of housing in each district and the challenges residents face.

Job Requirements:

- Strong quantitative and analytic skills, including: facility using publicly available data sets (e.g., HVS, ACS, CPS); expertise using data analysis software such as R, SPSS, or Stata and proficiency in GIS mapping; and experience with survey research.
- Skilled in data visualization, with the capacity to produce clear and compelling tables, charts and graphs to display results.
- Familiarity with major housing policy and community development issues in New York City, and knowledge of related social policy issues.
- Good judgment, including attention to detail and the ability to work both independently and collaboratively.
- Experience working in nonprofit, mission-driven, or public policy agencies strongly preferred.

Working Conditions:

- Hours: 21 hours per week. Hours are flexible and can either be concentrated on specific days or spread out over the course of the week as needed.
- Location: given the ongoing public health concerns, the Research Assistant will work remotely and check-in regularly with CSS staff using video conferencing and phone calls.
- Duration: the contract will begin October 1st, 2020 and last until August 31st, 2021.
- Compensation: commensurate with experience

To Apply:
Submit resume, cover letter and work sample to:
Sam Stein, sstein@cssny.org
AA/EOE