

University Neighborhood Housing Program
2751 Grand Concourse
Bronx, NY 10468
(718)933-3101
www.unhp.org

Position Title: Data and Research Coordinator

Organization: University Neighborhood Housing Program (UNHP)

Job Type: Full Time

Release date: 1/15/18

Description: University Neighborhood Housing Program (UNHP) is a non-profit organization operating in the Bronx. UNHP's mission is to create and preserve affordable housing primarily in the Northwest Bronx. We work to achieve our mission by researching and organizing around issues that impact the affordability and quality of housing in the Bronx. The Coordinator position is key to this work and includes the following responsibilities.

Core Responsibilities: a) manage a well-developed database that tracks physical and financial information on multi-family buildings in NYC; compile, filter and analyze property data on distress indicators and mortgage lenders;

b) analyze housing, health and economic data;

c) coordinate and present at housing policy workshops;

d) manage relationships with other organizations and assist in their analysis and use of the data;

e) become an active participant in the organization, assisting in achieving UNHP's affordable housing mission;

f) other duties as assigned.

Qualifications: Good communications skill, superior PC, database and reporting capabilities; proficiency in Microsoft Excel (including common formulas) required; experience with Access; CRM (Salesforce) experience helpful; interest in NYC housing policy and demographic research; good time management skills; curious, innovative, self-starter and team player preferred.

Salary: based on experience; comprehensive benefits including: Medical/Life Insurance; 403(b); Short-and-Long-Term Disability

Listed here is recommended reading for applicants to provide a sense of the type of data and research work the job involves: [UNHP Multifamily Assistance Center](#);

[6.2 M Data Points](#)

[Concentration of Poverty - Old Issue and New Policy](#)

Please email cover letter and resume to mail@unhp.org.