



Housing Data Analyst

Join a small research team with a big impact on housing policy in New York City!

We are looking for a Housing Data Analyst who will design and conduct rigorous research initiatives that relate to housing in New York City. You will also engage and educate policy-makers and the housing industry with the results of your research initiatives. This role offers a unique opportunity to make your mark on housing policy research and work with policymakers and housing practitioners in New York City.

Responsibilities include project management, research, data analysis, meeting facilitation, and event coordination. CHPC's current research agenda includes: public housing, basement apartment conversions, new housing typologies, best practices in community engagement, among other topics.

Written communication is a critical component of this position along with strong analytical and interpersonal skills. Experience presenting data in clear and concise ways and both designing and conducting rigorous research initiatives that relate to housing in New York City will benefit any applicant.

Key Responsibilities:

- Design and conduct research initiatives that relate to housing in NYC
- Synthesize data findings and research for a variety of audiences, including policymakers, lawmakers, philanthropy, academic thought partners, news media and community partners.
- Visually depict data in multiple formats including maps, charts, tables, PowerPoint presentations, and other graphics for print or online mediums.
- Collect and analyze data from a variety of sources related to demographic, economic, and social issues in New York City
- Identify new opportunities for CHPC research, including newsworthy data findings, new ideas for CHPC publications, and pitches to potential funders.
- Manage multiple projects and take responsibility for all aspects of project management.
- Respond to requests for information and technical assistance from policy-makers, the media, and community partners.
- Supervise research fellows and interns

Qualifications:

- A graduate degree in housing policy, urban planning, or related field
- At least one year of work experience in real estate, urban planning, public policy, housing finance, or related field. Prior work experience in NYC government, and/or housing finance is a plus.



- Candidates with substantial, professional experience in related fields who lack a graduate degree may be considered on a case-by-case basis.
- Superior quantitative analysis skills
- Self-starter and problem solver who can balance multiple tasks and responsibilities
- Ability to quickly and clearly synthesize information
- Exceptional ability to use data to craft policy recommendations
- Expertise in the use of Microsoft Office products, specifically Excel
- Experience in the use of geospatial tools such as ArcGIS or CARTO
- Experience with a statistical package such as STATA, SAS, or R
- Experience conducting interviews, collecting and interpreting data, and analyzing policy
- Familiarity with New York City's housing and policy landscape a plus
- Knowledge of and experience working with large data sets, such as NYC HVS, ACS, and NYC Open Data
- Creative approach to research and dissemination of CHPC's work

This is a full-time position with a salary commensurate with experience. The position also comes with a generous array of benefits, including medical, dental, vision, and retirement.

CHPC is an equal opportunity employer committed to diversity and inclusion.

Please send your resume and a cover letter to jobs@chpcny.org. Please put "Housing Data Analyst" in the subject line. No phone calls, please.