

POSITION DESCRIPTION
RESEARCH INTERN
January 2020

Fair Housing Center for Rights & Research (formerly known as the Housing Research & Advocacy Center) is accepting applications for a part-time Research Intern. The Fair Housing Center is a not-for-profit fair housing organization whose mission is to protect and expand fair housing rights, eliminate housing discrimination, and promote integrated communities.

General Responsibilities: Assist with fair housing research and report writing, dissemination of research. Reports to the Senior Research Associate.

Duties:

- Assist Senior Research Associate in researching housing patterns and laws in Northeast Ohio for production of reports on housing and/or lending discrimination
- Participate in the development of research projects, compile demographic and housing data; collect community input through survey development, interviews and focus groups.
- Write and present research findings in clear and compelling manner
- Staff outreach events
- Other duties as assigned

Qualifications: Strong commitment to civil rights; excellent written and verbal communication skills. Proficient in ArcGIS, MS Word, and Excel. Other analytical skills are a plus. Well-organized with ability to multi-task. Must be able to commit to regular schedule of a minimum of 15 hours per week. Bilingual a plus.

Hours/Pay: 18-20 hours per week (flexible); \$12.00/hour

Application Deadline: Open until filled.

Please send cover letter, resume, writing sample, and names and contact information for three references. **Failure to submit all requested materials may result in application being rejected.** No phone calls, please.

Carrie Pleasants, Executive Director: cpleasants@thehousingcenter.org

The Fair Housing Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, familial status, national origin, age, disability, ancestry, military status or genetic information. In addition to federal law requirements, The Fair Housing Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.