



## JOB ANNOUNCEMENT: RESEARCH ASSISTANT - SAN FRANCISCO

### About the Organization:

The California Housing Partnership is a state-created, private nonprofit organization whose mission is to create and preserve affordable and sustainable homes for Californians with low incomes by providing expert financial and policy solutions to nonprofit and public partners. A key component of our work is led by a small but powerful Research Team consisting of a Senior Policy Analyst, Preservation and Data Manager, and Policy and Data Analyst all working under the direction of the CEO and working in coordination with the Director of Legislative and Regulatory Advocacy. The goal of the Research Team is to conduct and publish practical research briefs that lead to improvements to federal, state and local policies increasing the production and preservation of affordable and sustainable homes for low-income Californians.

### About the position:

The Research Assistant position is expected to be an exempt full-time position responsible for assisting the Partnership's Research Team with data collection and analysis over an 18 to 30-month period, depending on funding and performance. All of the work assigned will assist in the furthering the goals of the Research Team including but not limited to assisting the Partnership with:

- Developing a comprehensive roadmap to address the housing needs of low-income Californians;
- Making the case for state and federal budget and legislative proposals;
- Performing analysis and research related to land use and zoning policies that affect low-income households;
- Expanding housing preservation research and technical assistance;
- Increasing efforts to analyze, strengthen, and communicate the benefits of affordable housing programs and policies; and
- Evaluating and recommending improvements to state funding programs

### REQUIRED SKILLS / QUALIFICATIONS

- Commitment to racial and economic diversity, social justice, and affordable housing for all.
- Interest in developing familiarity and skills in policy analysis and research, state and local policy issues, and various data sources integral to the Research Team's work.
- Enthusiasm for building relationships with key stakeholders and partners.
- Strong technical, analytical, and problem-solving skills, including experience in Excel.

#### SAN FRANCISCO

369 Pine Street  
Suite 300  
San Francisco, CA 94104  
Tel: (415) 433-6804  
Fax: (415) 433-6805

#### LOS ANGELES

600 Wilshire Blvd.  
Suite 890  
Los Angeles, CA 90017  
Tel: (213) 892-8775  
Fax: (213) 892-8776

#### SACRAMENTO REGION

3329 Grimshaw Way  
Elk Grove, CA 95758  
Tel: (916) 683-1180  
Fax: (916) 682-1194

#### SAN DIEGO

4231 Balboa Avenue  
Suite 1018  
San Diego, CA 92117  
Tel: (858) 617-0579

#### SANTA BARBARA

126 East Haley St.  
Suite A17  
Santa Barbara, CA 93101  
Tel: (805) 914-5401

- Strong written and verbal communications skills.
- Self-motivation, ability to work independently or as part of a team, and ability to prioritize tasks and meet deadlines.
- Bachelor's Degree from an accredited college or university with major coursework in public policy, planning, statistics, economics, sociology, public or business administration, or a related field.
- Proficiency with Mac OS and Microsoft Office suite.
- Able and willing to travel occasionally within California.

#### **DESIRABLE SKILLS (NOT REQUIRED)**

- Experience analyzing data using statistical software programs such as STATA and R.
- Experience with GIS mapping software, preferably QGIS.
- Proficiency with Wordpress, Google Analytics, and Salesforce.
- Personal and/or professional experience with low-income and affordable housing issues.

#### **BASIC DUTIES AND RESPONSIBILITIES**

- Research policy, data, and technical issues related to the preservation, production, affordability, and sustainability of housing in California. This includes but is not limited to the collection and analysis of census, affordable housing, and related data.
- Assist in the development of periodic reports, white papers, case studies, presentations, and action alerts to support the Partnership's research and policy agendas. This could include contributing to the Partnership's work in tracking California's housing needs; quantifying the benefits of affordable housing; evaluating state funding programs; analyzing the intersection of displacement, race, and Fair Housing across California; and expanding climate, energy, and water resources for affordable multifamily rental homes.
- Provide research and technical support for policy initiatives of the President & CEO, and the other Policy team members.
- Other duties as assigned.

**Compensation:** Salary for this position is based on experience and includes a competitive package of health and dental benefits.

**Diversity and Equal Opportunity Employer Statement:** The California Housing Partnership is an equal opportunity employer where diversity is considered an asset and centered in the work we do. We strongly encourage individuals of marginalized communities to apply. These groups include, but are not limited to, people of various: races, genders, sexualities, abilities, and socioeconomic status.

**Application Instructions:** Applicants should email a resumé, a cover letter by **Friday, November 15, 2019**, describing direct experience and skills that match this position's requirements to Amanda Isbell at [aisbell@chpc.net](mailto:aisbell@chpc.net) with the subject line: Research Assistant.