



731 James Street | Suite 200 | Syracuse, NY 13203 | [www.cnyfairhousing.org](http://www.cnyfairhousing.org) | Phone (315) 471-0420

## **Job Announcement: Housing Analyst**

**CNY Fair Housing** is a non-profit organization dedicated to eliminating housing discrimination, promoting open and diverse communities, and ensuring equal access to housing opportunity for all people in Central and Northern New York.

**Position Description:** The Housing Analyst works under the direction of the Housing Policy Director and is primarily responsible for conducting research and monitoring local housing activities in support of the agency's investigations, education, and advocacy efforts. This is a full-time, grant-funded position with a salary range of \$52,000 - \$56,000 and benefits package including health and dental insurance, 403(b) with matching after one year, and generous family leave.

### **Essential Job Functions:**

- Conduct research and data analysis on local housing issues; produce reports including fair housing assessments and market studies
- Conduct mapping using GIS to identify housing and demographic patterns to support investigations and research
- Monitor local, state, and national developments related to housing and equity; educate staff and board on developments and formulate strategies to incorporate emerging issues into the agency's work
- Assist with the investigation of fair housing complaints including conducting research on housing market conditions and demographic trends
- Provide technical assistance to municipalities, housing authorities, and subrecipients to ensure compliance with fair housing laws and assist with the implementation of best practices to Affirmatively Further Fair Housing
- Draft content for agency newsletter and communications with stakeholders on fair housing developments
- Assist with grant writing through research and writing on community needs
- Track and report on program activities; monitor progress toward achieving grant goals
- Assist with other duties as assigned

### **Qualifications:**



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- Bachelor's Degree (BA or BS) or commensurate experience. Planning or public policy degree preferred.
- Experience in Geographic Information Systems (GIS) and statistical analysis
- Commitment to ending discrimination; ability to engage in constructive approaches to persistent problems of discrimination and segregation
- Ability to strategize, plan and implement programmatic initiatives
- Outstanding research skills; ability to set priorities, manage multiple tasks and meet deadlines
- Experience in working effectively and respectfully with individuals from diverse backgrounds
- Excellent verbal and written communication skills
- Ability to work independently and to support team efforts

If you believe you meet the qualifications and are interested, please send cover letter, resume, and writing sample to [hiring@cnyfairhousing.org](mailto: hiring@cnyfairhousing.org). Position open until filled.

*CNY Fair Housing is an equal opportunity employer. CNY Fair Housing values diversity and inclusion in the workplace because it enhances the work we do, reflects the communities we serve, and embodies the values we further and defend. Candidates of all backgrounds are welcome.*