



## Policy and Research Coordinator Job Description

**Job Title:** Policy and Research Coordinator

**Reports To:** Executive Director

**FL.SA Status:** Exempt

**Hours:** Full time. Flexible schedule. Occasional evenings and weekends.

**Compensation:** \$45,000 - \$50,000 with benefits.

### **Summary:**

Housing Opportunities Made Equal of Greater Cincinnati (HOME) seeks a Policy and Research Coordinator to promote fair and equitable housing policy. This position is responsible for analyzing policy, creating advocacy strategies, compiling data analysis and research, and working to realize HOME's overall mission of thriving, integrated communities. The successful candidate will have strong qualifications and be able to demonstrate a compelling commitment to Fair Housing, Civil Rights, client services, community engagement, social justice advocacy and/or related community development matters.

### **Duties and Responsibilities:**

1. Conduct analysis of public and private policies and practices impact on housing access in the Greater Cincinnati area.
2. Develop policy priorities and advocacy strategies at the local, state, and federal levels.
3. Assist in strengthening strategic relationships that advance equitable housing policy.
4. Review local media and other data sources on housing and community development issues to identify emerging housing trends.
5. Compile qualitative and quantitative data on demographics, housing issues, mortgage lending, and other factors relevant to fair housing and community development.
6. Assist with outreach strategies including developing materials including brochures, flyers, PSAs, social media posts, podcast episodes, and other materials as necessary.
7. Assist with coordinating and conducting in-person and virtual fair housing trainings and outreach events for public and private audiences.
8. Regularly attend local and national partner meetings, events, community fairs to network and represent HOME.
9. Work with the fair housing enforcement team in the research and development of systemic housing investigations.
10. Performs other job-related duties as assigned.

### **Qualifications**

- Bachelor's level degree or equivalent experience in policy, communications, social work, community development, housing industry or related field. Advance degree and/or significant professional experience a plus.
- Strong understanding of greater Cincinnati housing issues in frontline & marginalized communities.
- Experience with data collection and analysis, and ability to communicate about data to general audience.
- Dynamic and effective public speaking skills for small and large groups.
- Strong interpersonal, verbal communication, and writing skills.
- Ability to effectively communicate with wide range of stakeholders, including community residents, elected officials, other stakeholders from a variety of backgrounds.
- Strong project management skills including time management, planning, and grant reporting.

- Strong commitment to Fair Housing, civil rights, diversity, inclusion and equity standards.
- Proficiency in MS Office including Word, MS Mail/Exchange, Excel, PowerPoint, and the Internet.
- Must be able to regularly travel to locations around the Greater Cincinnati area (Hamilton, Butler, Clermont Counties).
- Must possess and maintain a valid driver's license and car insurance.
- Must be available evenings and weekends as required for meetings and events.

### **Additional Required Skills and Abilities**

**Language Skills.** Ability to read, analyze and interpret common financial reports, legal documents or technical journals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills.** To perform this job successfully, an individual should have basic office computer skills.

**Physical Demands.** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms. Specific vision abilities required by this job include close vision.

**Work Environment.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Equal Opportunity Employer:** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability or veteran status. HOME supports affirmative action and is an equal opportunity employer.

**Salary and Benefits:** \$45,000 - 50,000, depending on experience. HOME provides health, vision and supplemental insurance, retirement benefit match, paid holidays, vacation, and personal leave.

**How to apply:** Please send a detailed resume, cover letter, and a writing sample. Submit materials to Elisabeth Risch, Executive Director, at [Elisabeth.Risch@homecincy.org](mailto:Elisabeth.Risch@homecincy.org) and include "Policy and Research Coordinator" in the subject line. No phone calls. Applications will be accepted on a rolling basis until position is filled.