

Research Analyst Job Announcement

About the Washington Low Income Housing Alliance

The Washington Low Income Housing Alliance (the Alliance) promotes safe, decent, and affordable homes for everyone through Advocacy, Communication and Information, and Mobilization.

We are a nonprofit, membership organization whose more than 220 members include housing, shelter, and social service providers; advocates; local government agencies; lenders; housing professionals; faith groups; and low income individuals.

As a small and dynamic advocacy nonprofit, the Alliance offers a fast paced work environment. Team members share administrative responsibilities and play an active role in all of the organization's key priorities and events.

The Research Analyst will enhance the ability of the Alliance to provide the public, policymakers, and the media with credible, independent, accessible, and timely information on the state of affordable housing in Washington.

Responsibilities

- Provide research and analysis support to the Executive and Communications Directors on projects within Alliance programs, especially the Communication and Information Program. A specific project the Research Analyst will participate in will be an effort to create an inventory of affordable housing programs in Washington State, and an analysis of the need for affordable housing in Washington.
- Build and maintain the Alliance's data infrastructure by identifying and compiling data on Washington State's affordable housing programs and need from various sources and updating data regularly.
- Assist in the design of outreach and education materials for presentations by Alliance staff including handouts, reports and PowerPoint presentations that provide accessible information on a variety of complex affordable housing issues.
- Other duties as assigned.

Requirements

- A commitment to credible and independent analysis and attention to detail and accuracy; ability to work independently and as part of a team.
- Dedication to the mission of the Alliance.
- An advanced degree in public policy, economics, or a related field with academic or professional experience in

- quantitative analysis.
- The ability to synthesize new information quickly and gain expertise on a complex policy area.
 - Proficiency with Microsoft Excel and experience with or willingness and ability to learn statistical software, PowerPoint, and computer graphics.
 - Excellent written and verbal communications skills, including the ability to communicate technical information clearly to non-policy oriented audiences both in writing and through public speaking.

Compensation

WLIHA offers a competitive salary commensurate with experience and a benefits package that includes employee health and dental coverage, a 403(b) retirement plan, and personal, vacation, and sick leave.

To Apply

Send a cover letter, resume, and three references by email to amy@wliha.org.

Deadline

The Research Analyst position is open until filled. Candidates are encouraged to apply as soon as possible. The position will begin in November 2007.

The Washington Low Income Housing Alliance is an equal opportunity employer.