

Vermont Housing and Finance Agency

Job Description

Job Title: Research Coordinator
Reports To: Research and Community Relations
Manager
Job Grade: 24

Date Created: July 5, 2011
Date Reviewed: October 11, 2017
Date Revised: December 1st,2022

SUMMARY OF POSITION:

Collect data and conduct analysis of VHFA programs and the housing market for use by VHFA staff, management, Board, and for external stakeholders. Promote the Agency's programs and policies, housing research and advocacy through VHFA's web sites and social media platforms and by writing reports and press releases and by responding to requests for information.

SPECIFIC RESPONSIBILITIES:

1. Collect data from external sources, and conduct independent, primary research in support of Agency goals using a wide variety of research methods and analytic approaches. Promote the use of high-quality housing data available in Vermont and nationally. Establish state and national research contacts and encourage the exchange of housing data, housing need indicators, and community strategy information especially through the Vermont Housing Data website.
2. Conduct independent, high quality research to support Agency programs, policies and outreach efforts. This includes analysis of housing needs, affordability, and VHFA's role in addressing each. May extend to broader Vermont housing policy, and how national initiatives may affect Vermont. This includes updating program dashboards available through VHFA's core and housing data websites and describing results both verbally and in writing such as published articles and reports. Products must recognize the knowledge of the typical reader and distil sometimes complex analysis into easily understood language. It also includes working on the production of written products to prepare them for print and circulation.
3. Provide information to Vermont communities about local housing needs and best practices for improving housing affordability and the integrity, innovation, belonging and racial equity of housing outcomes. This includes responding to requests from individual communities for in-person briefings and housing needs fact sheets.
4. Promote the flow of information to the external community that is accurate, well-written, succinct, and uniform in style and reflects the agency's strategic planning priorities and values guiding principles. This includes ensuring content of core and satellite websites meet agency standards. Also draft press releases, maintain media contact list and distribute press releases.
5. Monitor conventional and news media outlets for relevant news to share via the Agency's VHFA News blog and social media pages as appropriate, and post entries regularly. This includes coordinating posts, authoring original content, including taking photos and videos as appropriate, on housing news and VHFA announcements. Also, monitor and respond as appropriate to inquiries and comments on VHFA social media pages.
6. Draft or oversee the creation of the Agency's Annual Report, results of research project findings and housing data topic summaries and formulate conclusions for use by VHFA management, staff, Board, and/or external release.

7. Respond to data inquiries, coordinate media contacts as needed, field initial request for information, and follow up communication to ensure all needs have been met. This includes responding to requests for statistics on VHFA and Vermont's housing market from other agencies, academics, and other external parties.
8. Work with Information Technology department to ensure websites, tools, and web platforms related to Research and Community Relations area are meeting agency needs. Additionally, work with IT staff to create and support reporting that will streamline data access and accuracy.
9. Develop and maintain informational databases in order to streamline research data collection, analysis, and reporting responsibilities. Update and maintain the Housing Data website and make data and reports easily accessible to all users. This includes writing and updating procedures for all regular tasks, and implementing quality control checks in all procedures. Also includes regularly updating raw data and derived metrics available through the Housing Data website's Community Profiles.
10. Support the development and execution of research projects for the Vermont Housing Fellows program. Assist with the recruitment, application process, and selection of Housing Fellows.
11. Other duties as assigned.

SUPERVISES:

- Supervises temporary graduate student Vermont Housing Fellows, up to two individuals and projects at a time. May also oversee temporarily retained consultants including graphic designers, researchers and data management professionals involved with upgrades to the Vermont Housing Data website.

EDUCATION REQUIREMENTS:

- Bachelor's Degree. A major in statistics, economics, political science, public policy/administration, business administration, communications/marketing, or related subject is a plus preferred.

JOB KNOWLEDGE AND EXPERIENCE:

- Two years' experience with analysis of large data sets, use of sample estimates, and use of Census Bureau data.
- Advanced knowledge of Microsoft Office products required, particularly Word, Excel and Access.
- Understanding of national and local political environment desired.
- Familiarity with housing policy and or government housing programs a plus.
- Experience with mapping/GIS and Tableau or similar data visualization system.
- Experience with Google Analytics and Drupal a plus.

A demonstrated commitment to social justice, equity, diversity and inclusion is desired.

VHFA is intentionally looking to increase its diversity of thought and experience. Candidates of color, those from historically underserved populations who are interested in affordable outside Vermont, and housing in a rural state like Vermont are encouraged to apply.

GENERAL JOB QUALIFICATIONS:

- Excellent written and verbal communication skills
- Political awareness for the image of the Agency as well as a high level of professionalism in representing the Agency
- Excellent analytical skills
- Work well independently and as a team member
- Ability to resolve problems in a systematic, efficient manner
- Proven ability to manage multiple priorities
- Ability to travel within state to community meetings.