

PRESERVATION DATABASE RESEARCHER

The Community Economic Development Assistance Corporation (CEDAC) seeks a Preservation Database Researcher on a temporary basis for the summer of 2019. This is an excellent opportunity to gain exposure to the mission-based non-profit lending field, specifically with Database and Housing Preservation activity.

CEDAC is a publicly-created community development finance organization that serves as a vital financial and technical assistance resource to nonprofit organizations engaged in effective community development. We provide financial resources and technical expertise for community-based and other nonprofit organizations building thriving communities. Our work supports key building blocks of community development: affordable housing and early care and education.

The Preservation Database Researcher will provide support to the Director of Housing Preservation and Policy until the completion of the project. This could be a part time position for roughly eight weeks, or a full time position for approximately 4 weeks.

Project includes updating existing housing preservation database in Microsoft Access. In order to complete the project the Researcher would need to:

- Review the current list of unmatched project data to determine which should be added as new unique projects in the preservation database.
- Review the database to identify and fix when records are incorrectly matched with projects.
- Review the existing CEDAC database as well as other affordable housing datasets.
- In some cases, the Researcher will communicate directly with public funding agencies, owners and management companies to resolve data discrepancies.
- Other tasks may be assigned.

Qualifications

- The qualified candidate will be a person who is a quick study, well organized with good attention to detail.
- Excellent research skills, including the ability to frame the research question and the tenacity to keep probing until the question is answered.
- Experience with data manipulation.
- Ability to identify common patterns or characteristics across data sets
- Knowledge of affordable housing.
- Experience working with databases; Microsoft Access database experience strongly preferred.
- Minimum two years of college or equivalent

Hourly rate: \$35 per hour; total hours for the project not to exceed 160.

Interested candidates should submit resume and cover letter as soon as possible to: careers@cedac.org or to Director of Housing Preservation and Policy, CEDAC, 18 Tremont Street, Suite 500, Boston, MA 02108.

CEDAC is an Affirmative Action/Equal Opportunity Employer. People from diverse personal, cultural, and ethnic backgrounds are encouraged to apply.