

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Program Analyst
Organization:	Boston Housing Authority
Location:	Boston, MA
Stipend:	\$67,500 with health insurance for the fellow
Start Date:	August 1, 2017

ORGANIZATION DESCRIPTION

Boston Housing Authority (BHA) provides affordable housing to more than 58,000 residents in and around the City of Boston. Residents are assisted through a combination of public housing and federal and state voucher subsidy programs that provide a wide variety of housing opportunities. As the largest public housing authority in New England, the BHA houses close to 9 percent of the city's residents and manages a \$250,000,000 annual budget. Our mission is to provide stable, quality affordable housing for low and moderate income persons; to deliver these services with integrity and mutual accountability; and to create healthy living environments which serve as catalysts for the transformation from dependency to economic self-sufficiency when possible. Please visit our website at www.bostonhousing.org.

POSITION DESCRIPTION

Working with the Center for Community Engagement and Civil Rights (CCECR) under the direction of the Director of Civil Rights, the program analyst will support the design and implementation of housing mobility programming for applicants and residents with a team that focuses on sustainable communities. CCECR assists BHA residents and applicants to more easily and readily access information, services, and rights. CCECR is comprised of the civil rights division, language access division, community and elderly services division, contract compliance division, and resident employment and empowerment division.

Building upon prior research documenting the concentration of voucher holders in distressed neighborhoods and informed by BHA-specific data identified in “An Emerging Portrait of Boston Housing Authority Voucher Holders” (available upon request) and national best practices, the Program Analyst for CCECR will support the research and implementation of a new Housing Mobility Pilot Program. The Program Analyst will work with the BHA, The American City Coalition, and other partners to develop and implement data-informed strategies and policies that address the barriers limiting voucher use in opportunity-rich communities (strong schools, safe streets, and access to jobs and transportation) in Boston and Greater Boston.

S/he will work closely with the BHA partners to help develop the tools and training needed to support families as they make informed housing choices. This work will include additional research on issues related to housing markets, voucher use, and residential segregation, as well as developing the resources and information necessary to expand housing and neighborhood options. This also will include coming up with ways to increase access to rental listings, analyzing metropolitan area property data, and evaluating relocation outcomes.

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You may *not* contact the host institution to inquire about this position.

The individual in this role will draft specific policies for equalizing opportunity for BHA residents to use vouchers in opportunity-rich areas. S/he will work closely with several BHA Departments including Operations, Occupancy, Planning and Real Estate Development, Fiscal, Legal and Planning, external community partners, HUD, DHCD, and City of Boston agencies to create and implement the pilot program and related supports.

The BHA expects the result of this work will be 1) expanded residential choices and exposure to a wider range of opportunities for households at the initial pilot sites (Whittier and Charlestown), and 2) enhanced capacity among BHA and its partners to replicate housing mobility strategies for voucher participants.

Key responsibilities include:

- Research and develop housing mobility tools, strategies, and policies for the local context;
- Introduce and implement organizational policies to facilitate development of the pilot program;
- Communicate positions of the agency to internal and external stakeholders;
- Assist with correspondence, progress reports, and comprehensive reports;
- Assist with special projects and reports as needed; and
- Perform other related duties and equity and inclusion projects as required.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Experience and interest in affordable housing, civil rights, social justice, and/or income inequality issues;
- Excellent research and analytical skills, and ability to communicate complex findings to diverse audiences;
- Flexibility, initiative, and problem-solving abilities;
- Excellent interpersonal and collaborative skills, with expertise in organizing and coordinating work to effectively use staff resources;
- Demonstrated competence and sensitivity to working with low-income, culturally diverse individuals is required, as well as a commitment to the mission of the Boston Housing Authority;
- Ability to think logically, analyze problems, follow systematic procedures, work independently, and develop critical path schedules is required;
- Demonstrated knowledge of Microsoft Word, Excel, Outlook, and Powerpoint; knowledge of Microsoft Project preferred; and
- Verbal Spanish proficiency preferred.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 22, 2017, 8 p.m. Eastern Daylight Time

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