

National American Indian Housing Council
Research Coordinator

INTRODUCTION:

The research coordinator is responsible for the identification and direction of major research projects intended to provide pertinent information to promote the advancement of vital housing and community development programs in Indian Country. The research coordinator will design research studies that will help facilitate a better understanding of the needs and challenges in the area of Indian housing.

The successful research coordinator is resourceful, creative and has strong leadership, mentoring, supervisory, and interpersonal skills. The incumbent has the proven ability and possesses the professional and interpersonal skills to work effectively with leaders and other representatives from Indian housing authorities (IHA), tribally designated housing entities (TDHE) tribal communities, professional researchers, organizations in the academic, public and private sector, and to monitor the achievement of research project goals.

The incumbent uses a comprehensive knowledge of the social, economic, and political forces that exist in American Indian, Alaska Native, and native Hawaiian communities. The research coordinator possesses a strong understanding of the research methodologies and the significance of quantitative and qualitative research methods to demonstrate housing and community development needs of Indian Country.

The Research Coordinator reports directly to the Deputy Director.

MAJOR DUTIES AND RESPONSIBILITIES:

Identifies and directs major research studies intended to provide pertinent information to promote the advancement of vital housing and community development programs in Indian Country.

Designs research projects to facilitate a better understanding of the needs and challenges in Indian Country on behalf of tribes.

Initiates discussions with tribal housing leaders to coordinates site visit selections.

Conducts field and secondary research, facilitates focus group discussions, conducts analyses, writes professional reports, develops instructional materials, and organizes and participates in focus group studies.

Cultivates and developments relationships with academic research institutions, think tanks, national housing organizations, and the financial services industry to meet research data needs.

Writes and edits written documents that range from monthly progress reports to major written analysis of research results.

Disseminates information that helps create better conceived housing programs on the part of Congress and the executive branch of the Federal government and results in more culturally appropriate, decent, safe, sanitary, and quality affordable housing for Native people who reside in Indian communities and Alaska Native villages.

Develops, expands, and ensures the maintenance of NAIHC's On-Line Technical Resource Library that is part of the Nation's only Indian housing research and resource center ("the Center"). Information for the Center includes information related to American Indian and Alaska Native socio-economic data, Native American training and technical assistance programs, university research products and programs, as well as applicable books, articles, and other pertinent information that will benefit NAIHC's membership.

Oversees the completion and delivery of required reports; develops departmental goals and budgets; and coordinates and oversees major and secondary research projects for NAIHC and its membership.

Supervises, monitors, and evaluates the work of research or administrative assistants; reviews and approves disciplinary actions; facilitates planning, coordination and scheduling; manages work assignments, equipment resources, staff training, and travel needs.

QUALIFICATIONS:

- Masters Degree or 5 years experience managing/supervising research activities. Experience will compensate for graduate education.
- Excellent communication skills both oral and written
- Excellent research, analytical, and organizational skills
- Comprehensive knowledge of Indian housing and tribal/federal programs and issues associated with tribal sovereignty and self-determination
- Knowledge of MS Office, fundamental data management applications, and general Internet research processes.
- Salary commensurate with education and experience.