

## **RIHousing – Analysis & Research Specialist**

**Salary - \$63,489.00 - \$85,710.00**

Please note: This pay range represents the base annual full-time salary for all positions within this job grade. The actual salary offered will depend on factors such as experience and other job-related qualifications.

### **What we are all about:**

We are seeking a dynamic professional to serve as the Analysis & Research Specialist within our Government Relations & Policy Department. This position is responsible for collecting and conducting detailed analysis of large data sets using a variety of technology platforms, and for preparing and presenting reports that translate complex information into compelling, accessible insights. The role also provides support for public policy analysis as needed.

This is a hybrid position based in **Providence, Rhode Island**, where you will be an integral part of our **Executive** team. The role is designed for in-person collaboration and active engagement within our office environment.

### **What you'll do daily:**

The Analysis and Research Specialist supports the Manager of Research and Evaluation in implementing the Agency's research agenda, managing the Agency's data warehouse, and completing reports required by state and federal regulations. The role encompasses a wide range of analysis and data management functions using various technology platforms and business intelligence tools.

You will help build data sets from historical RIHousing programs for inclusion in the Agency's data warehouse and work closely with staff across all divisions to ensure they can effectively utilize the system. You will also contribute to the development of analyses and reports that translate complex information into clear, compelling, and accessible communication pieces.

Success in this role requires the ability to collaborate with individuals across and outside the organization to procure and analyze data, as well as to coach staff, particularly those less familiar with Tableau, on how to leverage the data warehouse for their reporting and analytical needs. You will partner with divisions throughout the Agency to collect data, interpret and present policy implications accurately, and support staff in maximizing the value of the Agency's data resources.

### **How you will make an impact:**

- Lead program and public policy analyses by leveraging both publicly available data and proprietary datasets to inform Agency decision-making.
- Manage and analyze data using tools such as Tableau, Excel, and other business intelligence platforms to strengthen the Agency's analytical capacity.

- Build accurate datasets from historical RIHousing program records to expand and enhance the Agency's data warehouse.
- Serve as a key resource for staff across the Agency, helping them access and apply data from the warehouse to improve workflows and operational efficiency.
- Collaborate with IT staff to troubleshoot and resolve issues related to the SQL data warehouse, ensuring data integrity and system reliability.
- Support targeted research projects that address emerging organizational needs and strategic priorities.
- Develop clear, compelling communication materials, including reports, information sheets, and online content, that translate data into meaningful insights for internal and external audiences.

**What success looks like in this position:**

- Bachelor's degree in public policy, economics, data science, business analytics, applied statistics, or related field.
- Experience with the utilization and manipulation of large data sets, particularly those involving the housing market or population demographics.
- Experience with data analysis software, such as ArcGIS, Stata, SPSS, Tableau, or R, preferred. Strong communication and report presentation skills required.
- Applicants should be able to translate technical data into messages and graphic representations that are meaningful to a broad audience and should be comfortable publicly presenting results.

**Not sure if you meet all the qualifications? Let us decide!**

**Why RIHousing:**

- Mission-Driven Organization
- Mentorship Program
- Lunch and Learn Series
- Employee Recognition Programs
- Dedicated Workforce
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days

- Winner of “Best Places to Work” 2016, 2018, 2019, 2021 – 2026
- Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2026
- PBN's Healthiest Employers of RI 2025 & 2026

**About RIHousing:**

RIHousing works to ensure that all people who live in Rhode Island can afford a healthy, attractive home that meets their needs. RIHousing provides loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a self-sustaining corporation and receives no state funding for operations.

**Please apply through our career site:** <https://www.rihousing.com/careers/>

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