

Policy and Communications Assistant Position Description

The Institute for Housing Studies (IHS) is an applied research center situated in the Real Estate Center at DePaul University. IHS's mission is to provide reliable, impartial, and timely data and research to inform housing policy decisions and discussions about the state of housing in the Chicago region and nationally. IHS is engaging in a number of new projects including identifying Chicago neighborhoods with different levels of displacement risk and understanding the dynamics of neighborhood change.

IHS is seeking a graduate-level intern to assist in policy and communications duties. The position is available immediately. There will be a preference for students able to work over the summer and during the 2019-20 academic year. The graduate intern will report to the Executive Director and will work with IHS staff to help meet policy and communications goals.

The position will be located at the IHS office within the Real Estate Center (1 E. Jackson, Suite 5400).

Principle Responsibilities, Duties, and Other Job Related Information

- Support external and internal outreach efforts to connect IHS's work to housing, community development, and university stakeholders
- Track and analyze social media and web traffic results for monthly reports to share with IHS staff
- Manage contact database and track IHS media mentions, presentations, and technical assistance
- Assist in editing publications and email announcements as needed
- Assist in designing charts and infographics for research publications and website
- Possibility for more in-depth work in designing infographics and reports

Position Requirements (Minimum knowledge, skills, and abilities required)

- Software skills: Microsoft Word, Excel, and PowerPoint (required); Adobe InDesign, Acrobat Pro, Illustrator, and other Adobe Creative Suite products (strongly preferred); understanding of web content management systems (preferred); Google Analytics (preferred)
- Understanding of social media platforms (primarily Twitter and HootSuite)
- Writing and editing experience (preferred)

Position Qualifications (Minimum level of education and/or experience needed)

- Graduate student enrollment preferred
- Sustainable Urban Development, Public Policy, Journalism, or related field
- Previous internship experience preferred
- Enthusiasm for housing, community development, and public policy encouraged

Hour Requirements/Schedule

It is anticipated that this position will require 10 to 20 hours per week during the academic year. Additional hours may be available during non-academic periods based on funding and project needs. The position pays \$15/hour. **Send resume and cover letter to Geoff Smith, Executive Director for the Institute for Housing Studies: gsmith33@depaul.edu.**