

POSITION: RESEARCH ANALYST / COMMUNITY PLANNER
FIRM: MULLIN & LONERGAN ASSOCIATES
LOCATION: PITTSBURGH OR REMOTE
AVAILABLE: IMMEDIATELY

M&L continues to expand!

Mullin & Loneragan Associates (M&L) is a small housing and community development consulting firm that is searching for an energetic and highly organized professional with an engaging and dynamic personality and who shares M&L's commitment to fair housing, equity, inclusion, and planning for the public good. This position requires a keen ability to use a data-driven approach for guiding public policy decisions at the local, regional and state levels.

The ideal candidate for this position will have a master's degree and at least two years of experience in urban planning, housing, community development, economic development, public administration or a comparable field. A self-starting individual that is comfortable functioning in a team environment will feel fulfilled in this position. Must be able to work in a fast-paced environment and manage multiple deadlines.

Qualifications:

- Highly developed research and report-writing skills, including ability to convey complex information via graphics
- Strong analytical skills for writing economic, demographic and housing analyses; proficiency in building and working with large databases required.
- Ability to analyze policy and develop new policies based on identified needs
- Proficiency in Word, Excel, Power Point, and ArcGIS required; knowledge of Adobe InDesign, Adobe Illustrator and other Creative Suite products a plus
- Strong organizational skills; ability to carry out an assignment within the context of benchmarks and deliverables
- Strong, effective communication and grammatical skills, both verbal and written
- Interest in continued learning and takes an exploratory approach to new tasks
- Willingness and desire to learn new things and dig deeper than the surface
- Ability to work independently and on team projects
- Ability to conduct oneself professionally and in a business-like manner
- Meeting facilitation and presentation skills
- Ability to relate positively to local government employees and elected officials
- Ability to conduct public outreach among diverse communities
- Strong, effective communication skills, both verbal and written

Primary Job Responsibilities:

- Conduct analysis for housing studies and other similar planning documents related to housing and community development issues, primarily for public sector clients
- Perform complex analytical and research tasks associated with statutory, regulatory,

policy and procedural aspects of federal funding

- Assist clients with planning for their annual program year activities
- Develop documents associated with HUD's Community Development & Planning Programs, such as Consolidated Plans, Analyses of Impediments to Fair Housing Choice, HOME-ARP Allocation Plans and more
- Provide technical assistance for clients (states, counties, and other units of local government) that receive federal and state funding, including program administration, development of policy and procedure manuals, preparation of environmental reviews, and annual reporting requirements
- Participate in staff meetings and training sessions

This is a full-time position with a competitive salary and a full benefits package, including 401-K profit sharing, health insurance, disability insurance, and paid vacation and sick time. Actual compensation package will be commensurate with the candidate's experience and abilities.

Send an e-mail submission of your letter of interest, resume and three recent writing samples to billw@mandl.net

If mailing, send to:

Mullin & Lonergan Associates
800 Vinial Street
Suite B-414
Pittsburgh, PA 15212

No phone calls.

M&L is an Equal Employment Opportunity company and does not discriminate against any person in employment regard to race, color, sex, age (over 40), ancestry, national origin, religious creed, having a GED rather than a high school diploma, handicap or disability, the use of a guide or support animal for disability, relationship to a person with a disability, sexual orientation, gender identity, veteran status or housing status.