



**CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



**Job Opening
Data Analyst & Community Engagement Coordinator**

Department: Housing, Economic Development & Commerce

Division: Affordable Housing

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 40 hours per week

Salary: \$63,000 - \$65,000 – Based on qualifications and experience. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a Data Analyst & Community Engagement Coordinator to support the Division of Affordable Housing within the Department of Housing, Economic Development, and Commerce. Under the direction of the Division Director of Affordable Housing, the ideal candidate will analyze and evaluate critical functions, procedures, and data as related to affordable housing.

Job Duties:

- Responsible for research and data gathering of national, regional, and local affordable housing data points.
- Maintains and manages the yearly unit count report in partnership with City Planning.
- Assists in the drafting and final production of public-facing reports, manuals, and data, etc.
- Provides assistance across relevant HEDC departments, particularly with City Planning in Housing Element production activities.
- Assists DOAH (in partnership with Planning Division) in the yearly update of affordable housing data maps.
- Conducts ACS data research as needed.
- Assists in the production of community engagement/communication efforts such as website content updates, distribution lists, and public communications.
- Leads activities related to the production of training materials.
- Participates in public-facing training activities.
- Oversee the design and implementation of customized affordable housing portal (AHP).
- Serves as point of contact for technical issues with potential external AHP compliance consultant.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*



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Required Education: Bachelor's degree in Urban Planning, Public Interest Law (concentration in Housing preferred), Public Administration, Public Policy, or other related fields. A Master's degree is preferred.

Required Experience: One year of relevant work experience in the housing sector.

Essential Skills:

- Expertise or familiarity with management functions, theories, and techniques.
- Experience or familiarity in affordable housing and monitoring data analytics.
- Excellent organization, written, oral, and communications skills, including the ability to produce and deliver presentations.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships.
- Exceptional analytical skills with the ability to prepare clear, sound, accurate, and informative conclusions and recommendations.
- Proactive problem-solver, strategic thinker
- Experience working in a non-profit or government sector.
- Advanced ability to work with Microsoft Excel or other spreadsheet software.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

Please note that this role is subject to the residency requirements set forth by NJ First Act.

Applicants must be authorized to work for ANY employer in the U.S. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).