



Open Position: Research Fellow

Job Summary

The University of Miami's Office of Civic and Community Engagement is seeking a Research Fellow to join its team of professionals. The Fellow will conduct research to investigate policy solutions for addressing affordable housing and community development, and its intersection with climate change and urban resiliency. The Fellow should have the following: a strong research and writing background with experience in quantitative and qualitative research methods as well as policy analysis in community development, urban climate resilience, or related field; the ability to communicate effectively through written reports and public presentations; and experience working with data visualization and/or GIS mapping platforms.

The Research Fellow will be joining our team at an exciting time for the Office of Civic and Community Engagement. The University of Miami Office of Civic and Community Engagement (CCE) will collaborate with local stakeholders to identify creative design and policy solutions to increase Miami's adaptive capacity, while building innovative communication and engagement strategies to strengthen urban resiliency. The office will expand its existing equitable resilience work with the development of the Climate and Equity Mapping Platform (CAMP) to further CCE's work on neighborhood-level housing dynamics and resilience issues by developing next-generation innovative and accessible tools to inform a dynamic community engagement approach that can be replicated in other communities facing similar vulnerabilities. CAMP will also support the addition of heat-related data such as tree canopy, permeable surfaces, extreme temperature data, and other relevant factors to the existing Miami Affordability Project (MAP) tool. This new initiative allows us to investigate a broader range of climate impacts and their effects on vulnerable populations.

Duties:

- Conduct research and identify existing regulations and statutes related to land-use, zoning, building codes, public policy, public health, historic land use practices such as redlining, and insurance
- Draft concise literature reviews/executive summaries for relevant articles, publications, and other resources to build office's internal resource library
- Assist with development of comprehensive set of indicators to be used in the existing mapping platform
- Draft policy and advocacy recommendations that encourage maintenance and development of affordable and resilient housing in South Florida

- Research innovative legislation or programs in other cities that are addressing or solving equitable resilience issues with a particular focus on heat impacts to expand the existing Resilience Policy Toolkit to feature adaptation, mitigation, and resilience measures
- Prepare periodic research summaries for project team as necessary or requested
- Assist other departments on special projects, promotions, duties, etc., as needed or requested
- Research and assist in preparing reports on resilient affordable housing policy

Minimum Qualifications

- Background or interest in civic and community engagement
- Strong research and analytical skills applied to public policy issues, including but not limited to the ability to synthesize and summarize large amounts of information and to focus quickly on the essence of an issue
- Ability to work independently, collaboratively, and creatively with cross-sector stakeholders
- Ability to think strategically and to remain attentive to details and to maintain the ability to be flexible and accept change
- Experience convening groups of policymakers, advocates, and/or other professionals to reach consensus on systemic solutions to facilitate and move forward to a desired outcome
- Strong interpersonal skills to be able to interact effectively with a wide and diverse group of individuals and community groups
- Excellent work ethic and integrity
- Demonstrate time and project management skills, including an ability to meet multiple deadlines
- Experience in quantitative and qualitative data analysis
- Effective oral and written communication skills
- Effective organizational skills
- Proficient in Microsoft Office Suite applications (Word, Excel, Power Point, etc.)
- Knowledge of GIS mapping tools (ArcGIS or QGIS)
- Excellent research skills

Desired Qualifications

- Background or interest climate resilience, affordable housing, or community development
- Proficient in Adobe Creative Cloud platforms (Photoshop, Illustrator, etc.)
- Strong working knowledge of HTML, and Javascript

To Apply

Qualified applicants should send an updated résumé, letter of interest, and names and contact information for references to civicengagement@miami.edu. Applications not containing all of these elements will not be considered. Please indicate in your application how you heard about the position. Review of applications will begin immediately and continue until the position is filled. No phone calls please.