

**GOVERNMENT RESEARCH FELLOW (COLLEGE AIDE)  
HISTORIC PRESERVATION GRANT PROGRAM**

The New York City Landmarks Preservation Commission (LPC) is looking for a Government Research Fellow to help manage the Historic Preservation Grant Program (HPGP) and create a targeted research plan based on statistical analysis. Interested candidates should be enrolled in an undergraduate or graduate program in one of the following fields: historic preservation, urban planning, research, grants administration, community outreach, statistics, GIS or a related field.

Established in 1977, LPC's Historic Preservation Grant Program (HPGP) offers grants for architectural restoration to not-for-profit organizations and income-eligible owners of buildings that are located in historic districts, or have earned individual landmark status. The grants are funded through the U.S. Department of Housing and Urban Development's Community Development Block Grant Program (CDBG).

**Responsibilities include:**

- Gathering, tracking, and analyzing data on low- and moderate-income neighborhoods/historic districts in New York City;
- Conducting research on not-for-profit organizations within historic districts in New York City;
- Assisting with the development of a targeted outreach plan based on data analysis;
- Conducting site visits to grantee projects with program staff;
- Assisting with review of grant applications from homeowners and nonprofit organizations;
- Retrieving current and archival information from LPC's files;
- Assisting with other program tasks as needed.

**Required Qualifications:**

- Current matriculation in a college or university, in one of the above fields or a closely related field of study. Continued enrollment is a condition of employment.
- Excellent research and data analysis skills
- Ability to learn quickly and work independently
- Detail-oriented and collaborative

**Preferred Qualifications:**

- Knowledge of GIS
- Experience working with large datasets
- Knowledge of Historic Preservation

**Commitment:** 14 - 18 hours per week

**Hourly Rate:** \$10.00 - \$13.90 (hourly rate set by the City based on student's grade level)

<p>Please submit resume and cover letter to: NYC Careers at <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a> While we appreciate every applicant's interest, only those under consideration will be contacted. <b>NO PHONE CALLS</b> <b>Job Vacancy ID 190639</b></p>	<p><b>Final appointment is subject to approval by the Office of Management and Budget.</b></p>
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*The Landmarks Preservation Commission is an Equal Opportunity Employer*

POSTING DATE: April 20, 2015	POST UNTIL: May 4, 2015
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