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**Special Assistant**

Position in: Albany, NY

**New York State Homes and Community Renewal (HCR)** fosters the creation and preservation of high-quality affordable housing, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Under the leadership of Governor Andrew M. Cuomo and Commissioner RuthAnne Visnauskas, ***HCR*** is a vibrant, innovative agency that integrates and leverages New York State’s housing resources. We have offices in New York City, Albany, Buffalo and Syracuse, and employ a diverse workforce of professionals who are hard-working and committed to serving low- and moderate-income families. Our mission is far reaching, encompassing single and multifamily housing finance, home improvement, rent regulation, housing subsidies, and community development. We partner regularly with a variety of public and private stakeholders.

Achieving this mission requires a wide range of skills and backgrounds in public policy, administration, real estate, architecture, finance, law and many other areas of expertise. We seek to provide a workplace environment that is productive, flexible, accountable, ethical and caring. Our employees are empowered to make a difference where they live and work. We offer competitive pay and a comprehensive benefits package, including paid leave, health, dental, vision, retirement and family-friendly policies.

HCR’s Mission and Goals:

* Partner to improve and preserve New York State’s homes and communities
* Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
* Support the revitalization and economic growth of the State’s destressed communities and neighborhoods
* Increase compliance with rent laws and regulations to protect the legal rights and obligations of tenants and owners: and
* Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

**The Office of Community Renewal (OCR)** is one of four program offices within NYSHCR. The OCR’s mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.

**Position Summary:**

OCR is seeking a team member to fill a unique new role as a Special Assistant that provides support for OCR programs and office operations. The Special Assistant will be responsible for data management, preparation of reports and advanced administrative tasks. The salary for this position is estimated to be $45,000 dependent on relevant skills and experience.

**Duties:** Under the general direction of the President or OCR senior staff members, the Special Assistant will:

* Manage data by monitoring accuracy and timeliness of updates in databases.
* Prepare reports as needed and prepare templates for common reporting needs.
* Review and prepare data from multiple sources to prepare consolidated reports and spreadsheets.
* Prepare and edit fillable forms.
* Serve as a liaison with agency IT resources for online applications and other technology needs.
* Draft memos, correspondence, narrative reports, procedural manuals, written instructions, presentations, informational flyers or other documents as needed.
* Special projects and general office-related support and assistance as needed.
* Carry out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry, handling incoming and outgoing e-mail, and mail, and other tasks as needed.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

**Minimum Qualifications and Desired Skills:**

The ideal candidate for this position will be a highly organized problem solver and excellent writer. The candidate will have an ease in learning new software, natural attention to detail, strong personal initiative and sense of urgency in responding to inquiries and completing tasks.

* A minimum of two years of relevant work experience with the required data management and administrative skills.
* Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
* Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications;
* Highly capable with researching and retrieving information from the Internet, including learning new software skills;
* Data management, database navigation experience;
* Experience with reporting software such as Crystal Reports and building SQL expressions and formulas;
* Experience with desktop publishing software and ability to distill data into graphic formats such as informational brochures, infographics and presentations;
* Comprehensive experience with Microsoft Office. Specifically:
* **Word**

Creating new documents, formatting, typing a full range of correspondence, reports, creating templates, proofreading for content, and editing using knowledge of grammar, punctuation and spelling. Experience using forms, table of contents, and advanced formatting features preferred.

* **Excel**

Creating new spreadsheets, arranging, organizing and formatting data. This includes tracking and monitoring the status of project events or workflows in a detailed spreadsheet format. Ability to work in multiple worksheets, perform calculations, compose formulas and functions such as pivot tables is required.

* **Access**

Planning and implementing databases for grant management activities. This includes designing and populating tables, forms, reports and queries.

**Instructions for Applicants:**

***Applicants must include a cover letter and resume for review. Resumes not accompanied by a cover letter will be deemed incomplete and will not be considered.***

***Applicant must describe in a cover letter how the applicant meets the minimum qualifications, and how the work experienced outlined in the accompanying resume relates to the available position. Applicant are also encouraged to use the cover letter as an opportunity to identify specific skills, including knowledge of software or database systems that may be useful for this position.***

**What we offer:**

* Exciting opportunity to be part of New York’s resurgence to greatness;
* Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
* Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume and cover letter:** [HTFCJobs@nyshcr.org](mailto:HTFCJobs@nyshcr.org)

**Please include the name of the position that you are applying for in the subject line.**

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