



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

Build a career while building a better community. Rewarding careers in Public Service start here!

Talent Management Internship **Summer 2019**

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.

Internship Summary

Reporting to Human Resources Specialist, s/he will support the various functions in the Office of Human Resources Management. The intern will play a key role in assisting the department in managing, motivating and retaining talent in the agency. This position is unpaid and part-time for a minimum of 3 days per week with flexibility as necessary. Intern may receive college credit if needed.

Job Summary

Assist the Human Resources Unit in managing, motivating and retaining employees via:

- Research and communicate trends in the workplace to effectively manage talent
- Assist with the HCR internship program and concluding with exit interviews
- Managing all posting accounts, user names and passwords for each source;
- Coordinating the posting updates and monitoring the deadlines of all postings;
- Ensuring that all positions are listed on HCR webpages, USA Jobs and in the internal bulletin boards throughout the agency;
- Qualifying and non-qualifying all resume submissions before submitting to the Hiring Manager;
- Managing the job opportunities email box and ensuring all resume submissions are filtered in the appropriate subfolders;
- Coordinating interviews with the Hiring Managers and candidate, including setting up the conference room;
- Assist with change management and the workplace strategy
- Assist team members with gathering data and information for the Workforce Analysis
- Assist with running reports from the Human Resources Information System (HRIS)



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- Assisting in other areas of the recruitment process and functions of human resources, as needed.

Qualifications

- Pursuing a bachelor's degree or master's degree in Human Resources (preferred);
- Relevant experience and/or coursework in human resources management;
- Knowledge of Microsoft Outlook, Excel and PowerPoint;
- Ability to maintain confidentiality;
- Good interpersonal and communication skills;
- Ability to communicate effectively with all levels of management.

TO APPLY, please send resume and cover letter to: InternshipOpportunities@nyshcr.org

Please include Talent Management Internship in the subject line when applying

New York State is an Equal Opportunity Employer (EOE)