



**Homes and  
Community Renewal**

**Housing  
Trust Fund  
Corporation**

**ANDREW M. CUOMO**  
Governor

**RUTHANNE VISNAUSKAS**  
Commissioner/CEO

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

## **Coordinator for Section 3 and Federal MWBE Requirements**

***New York State Homes and Community Renewal (HCR)*** fosters the creation and preservation of high quality affordable housing for New Yorkers, while working strategically to revitalize neighborhoods and communities throughout the Empire State. Working 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 and housing finance 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 multi-family housing finance, home improvement, rent control, 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, and retirement and family-friendly policies.

### **FAIR AND EQUITABLE HOUSING OFFICE (FEHO) MISSION:**

Our mission is to ensure New Yorkers have an equal opportunity to live in housing regardless of race, color, familial status, religion, sex, disabilities, national origin, marital status, age, and sexual orientation.

- The office is committed to removing barriers to housing at the state level and to affirmatively further fair housing;
- FEHO looks at how HCR's public investments affect the larger housing market and works to engage our partners to ensure affordable housing is available in all areas of the State;
- FEHO provides education and outreach; and
- FEHO oversees Section 3 compliance of grantees/subgrantees to ensure that economic opportunities generated by U.S. Department of Housing and Urban Development (HUD) financial assistance are, to the greatest extent feasible, directed to low- and very low- income persons. FEHO also oversees compliance with federal Minority and Woman Business Enterprise (MWBE) hiring and contracting standards.

### **RESPONSIBILITIES:**

- Ensure HCR's compliance and reporting with all aspects of federal laws and regulations regarding Section 3 and federal MWBE requirements.
- Develop and implement policies, procedures and best practices to further Section 3 and other federal MWBE programs' compliance and opportunities.
- Conduct outreach and follow-up with recipients of federal housing construction funds to ensure correct and timely reporting.
- Coordinate the drafting and submission of federal reports.

- Develop and implement an effective education, outreach and technical assistance program to further compliance with Section 3 and other related federal requirements.
- Manage the marketing, promotion and delivery of program materials, including Section 3 and federal MWBE webpages.
- Coordinate and collaborate with governmental agencies, nonprofits and other interested parties to further the mission of providing employment and contracting opportunities for Section 3 residents and businesses, as well as MWBEs.
- Supervise staff and contract consultants.

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

**QUALIFICATIONS:**

- College degree and 5 to 10 years post-college professional experience preferred
- A compliance background and experience managing a program is helpful;
- Excellent oral communication and presentation skills;
- Familiarity with PowerPoint, Excel, SharePoint and WebEx;
- Willingness to travel several times a year within the State to conduct trainings;
- Excellent analytical and writing skills;
- Able to commute daily to New York City offices;
- Dedication to mission.

**WHAT WE OFFER:**

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

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

New York State is an Equal Opportunity Employer (EOE)