



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!

OHP DATA INTERNSHIP

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 Visnaukas, **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.

Description: New York State Home and Community Renewal's (HCR) Office of Housing Preservation is seeking a detail-oriented intern to work with the Director of Data Management in HCR's Office of Housing Preservation (OHP). The intern should have an interest in affordable housing, data and analytics, and public policy.

The Agency: HCR is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State. OHP manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. This includes HCR's Asset and Housing Management, Weatherization Assistance Program, and the State's Section 8 individual and project-based voucher programs.

The Program: OHP's data intern will work with the OHP Director of Data Management to develop and populate a database of historical housing data. This includes:

- assisting in the development of a new database;
- mapping out database table structure;
- inputting data into the new database; and
- development of the accompanying metadata.

The intern will gain an in-depth understanding of affordable housing data in New York State and hands-on experience in database development.



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Qualifications:

- Proficient in all Microsoft Office applications, advanced experience in Excel and Access preferred
- Must be detail-oriented and highly organized
- Analytical and technical problem-solving skills
- Familiarity with databases

Please send resume and brief 2-3 paragraph statement of interest to Kelly Richardson at Kelly.richardson@nyshcr.org with the subject line "OHP Data Intern."

TO APPLY, please send resume and cover letter to: Kelly.Richardson@nyshcr.org
New York State is an Equal Opportunity Employer (EOE)