



# 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!*

## **NYS AFFORDABLE HOUSING CORPORATION INTERNSHIP** **(UNPAID)**

**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 distressed communities and neighborhoods
- Increase compliance with rent laws and regulations in order 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. This internship will be with the NYS Affordable Housing Corporation ("AHC") which administers the Affordable Home Ownership Development Program, a grant program that provides financial assistance to municipalities, not-for-profit corporations, housing authorities and HDFCs for the construction, acquisition/rehabilitation, or home improvement of one-to-four family, owner-occupied dwellings.

### **Internship Summary**

Reporting to the Assistance Vice President of AHC, the intern will familiarize themselves with the program to be able to update and streamline AHC forms and documents. The intern will also support the Project



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Managers on coordinating with different Agency departments to bring a funding application from the review stage to the final contract.

### **Essential Functions**

- Acquire the basic knowledge of the AHC program, policies, and procedures, program activities and operational functions.
- Be able to suggest/implement streamlined procedures.
- Assist with the evaluation of applications for completeness, compliance with program requirements and financial viability.
- Help coordinate and direct all technical assistance for project portfolio (i.e. Construction, Environmental, Legal, and Affirmative Action).
- Update Requests for Proposals and High Cost Area charts, as necessary.

### **Qualifications**

- Pursuing a bachelor's degree or higher
- Excellent oral and written communication skills;
- Computer skills – Word Perfect & Microsoft Excel

### **If Interested:**

All candidates must submit a resume and letter of interest to [InternshipOpportunities@nyshcr.org](mailto:InternshipOpportunities@nyshcr.org)

New York State is an Equal Opportunity Employer (EOE)