



# 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!*

## **RESEARCH & STRATEGIC ANALYSIS 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.

Reporting directly to the Chief Operating Officer (COO), the **Office of Research and Strategic Analysis (ORSA)** provides crosscutting support to HCR's executive and program leadership in advancing the agency's mission to build, preserve, and protect affordable housing, and increase homeownership in New York State. Created in late 2017, the ORSA team consists of data analysts and policy specialists who, using quantitative and analytical research methods and strategies, provide data-driven guidance on high-priority initiatives and answer questions that are critical to the success of the agency and component programs and offices.

### **Internship Summary**

Reporting to the Director for Research and Analysis, s/he or she will support accurate and timely analyses by effectively using and integrating programmatic and public data to help ORSA in driving program and agency performance. S/he will also aid the assistant director in providing central coordination for the public presentation of data about affordable housing efforts statewide.

### **Essential Functions**

- Assist a team of analysts in the development and maintenance of performance management reports and ad hoc data analysis to support program operations.
- Execute the design and development of a series of performance management dashboards.
- Aid the Director and Assistant Director in coordinating with academics and other researchers to develop a series of white papers and studies.
- Be part of training and data quality management for ORSA.



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- Coordinate with the ORSA team in the presentation of data to stakeholders and the public.
- Create project plans for new projects and update project plans as the project progresses.
- Provide project management for ongoing projects and support to other team members throughout the duration of research projects.
- Coordinate and work closely with HCR staff and stakeholders.

#### **Qualifications**

- Demonstrated experience with qualitative and quantitative research designs and statistical analysis techniques.
- Excellent oral, written, and quantitative skills.
- Exceptional problem-solving abilities.
- Ability to quickly and clearly synthesize information.
- Exceptional ability to use data to make decisions.
- Expertise in the use of Microsoft Office products, specifically Excel and Access.
- Experience with a statistical package such as STATA, SAS, or R.
- Experience with geospatial analyses and tools including ArcGIS.
- Ability to work in a flexible, fast paced, mission driven environment.

#### **If interested:**

All candidates must submit a resume, 3 references, and letter of interest to [InternshipOpportunities@nyshcr.org](mailto:InternshipOpportunities@nyshcr.org)

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