



# 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 (NYC)** **Summer 2021**

**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 the downstate Junior HR Business Partner, 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, virtual 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, including managing new intern documentation, tracking training completion and concluding with exit interviews
- Assist with planning the annual Employee Recognition Awards
- Assist with the new Succession Planning initiative by developing action plans, running reports/analytics, taking meeting notes, etc.
- Assist with the Business Application Modernization (BAM) project for SAP as the new system of record for employee data and transactions
- Assisting in other areas 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;



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- 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](mailto:InternshipOpportunities@nyshcr.org)  
Please include Talent Management Internship (NYC) in the subject line when applying**

New York State is an Equal Opportunity Employer (EOE)