



# 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!***

### **Program Assistant**

Albany, NY

**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 Kathy Hochul 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.

**The Office of Community Renewal (OCR)** is one of four program offices within NYSHCR. OCR administers a combination of State and Federal funding resources that support programs to provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.

**OCR is seeking a team member** to provide administrative support for the office's various grant programs. The Program Assistant will be trained in and responsible for both general administrative support, and detailed program-specific activities. The salary for this position is estimated to be \$40,000 dependent on relevant skills and experience.

#### **Responsibilities include, but are not limited to:**

- Interacting with grant recipients via email and telephone, responding to or redirecting inquiries for technical assistance.
- Organizing, proofreading, and tracking program materials such as payment requests and grant agreements.
- Assisting with database record keeping and reporting.
- Assisting, as needed, with special projects and general program related support.
- Drafting new memos, correspondence, reports, procedural manuals, presentations or other documents as needed.



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- Carrying out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry, handling incoming and outgoing e-mail, and mail, and other tasks as needed.
- Understanding and articulating basic grant program rules and regulations.

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

### **Minimum Qualifications and Desired Skills**

- High school diploma or equivalent and a minimum of two years of experience working in a professional office setting. Associates or Bachelor's degree in humanities or business field and work experience preferred.

#### ***Software Skills:***

- Experience and high level of proficiency with Microsoft Office and other software products:
  - **Word** - Creating Word Documents requires formatting, typing a full range of correspondence, reports, creating templates, proofreading for content, and editing using knowledge of grammar, punctuation, and spelling. Experience using forms, table of contents, and advanced formatting features preferred.
  - **Excel** - Working with Excel spreadsheets requires recording, arranging, organizing and formatting data. This includes tracking and monitoring the status of project events or workflows in a detailed spreadsheet format. Ability to work in multiple worksheets, perform calculations, compose formulas and functions such as pivot tables is preferred.
  - **PowerPoint** – Working with PowerPoint requires transposing text into a slide presentation format and attention to detail for consistent formatting, preparing, and printing presentations in handout format.
  - **Outlook** – Working with Outlook requires monitoring email, including shared mailboxes, scheduling, and coordinating meetings using Outlook appointments and shared calendars.
  - **Adobe Professional** – Working with Adobe Professional requires creating, editing, reformatting, redacting, merging and splitting PDF files. Experience creating and editing Adobe forms is preferred.
  - **GoToMeeting/ WebEx** - Working with web-based screen sharing software to schedule remote presentations requires coordination with multiple staff members, and detailed technical assistance for scheduling.
  - **Internet** – Working with the internet requires an ability to research and retrieve information quickly. Confirming mailing addresses or contact information for correspondence or researching travel accommodations are common uses of the internet for this position.

#### ***Essential Skills:***

- Experience performing general office operations including operating office machines (copier, fax), handling and logging incoming and outgoing mail.
- Filing in cabinets using a variety of file organization structures.



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- Experience answering and returning phone calls. This requires attention to detail, professionalism, and discretion with potentially confidential information.
- Experience coordinating and scheduling conference calls for multiple staff members.
- Experience coordinating and scheduling travel accommodations for multiple staff members.
- Experience in data management including collecting, compiling, and maintaining data from multiple sources such as files, databases, correspondence, staff members or others.

#### ***Candidates must possess the following qualities and strengths:***

- Ability to perform administrative duties with speed and accuracy, following established procedures and protocols without immediate and constant supervision.
- Ability to communicate effectively both orally and in writing with an attention to detail and professionalism in all communications with staff and the public.
- Demonstrated experience multitasking and being well organized and self-motivated.
- Strong analytical, organizational, and problem-solving skills.
- Understanding of how to work effectively in and with diverse communities.

Applicants are encouraged to identify any specific skills including knowledge of software or database systems that may be useful for this Administrative Assistant position.

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

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New York State is an Equal Opportunity Employer (EOE)