



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!

External Affairs Coordinator

Albany or New York City

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 Public Information Office (PIO) identifies opportunities to promote agency activities and initiatives, serves as HCR's liaison with the media, and plans and executes public events. PIO values professionals who enjoy working in a fast-paced environment and who have the skills required to effectively support the department's mission to provide the public and media with timely and accurate information, and to enhance communications and relationships between New Yorkers and the agency.

JOB SUMMARY:

The **External Affairs Coordinator** reports directly to the Deputy Director of External Affairs.

DUTIES & RESPONSIBILITIES

- Writing and editing materials such as press releases, social media posts, external emails, and newsletters.
- Drafting event briefings, talking points, speeches, and additional executive materials.
- Working with members of the department and the agency's program areas to generate ideas and strategies for press announcements and social media campaigns.
- Ensuring public engagement of agency announcements and events.
- Managing the agency's media contacts and email distribution lists.
- Tracking and archiving the agency's media clips.
- Pitching press releases and announcements to the media.
- Coordinating public events with partners in state and local government, not-for-profit organizations, and external development community.

**Travel within New York State to attend press events, public meetings, and conferences is required.*



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QUALIFICATIONS:

- Bachelor's degree in communications, journalism, public relations, or relevant field.
- Five or more years of experience in government communications, media or public relations.
- Outstanding written and verbal communication skills, and the ability to convey complex and technical information in a clear and concise manner.
- Ability to multi-task and efficiently manage several projects simultaneously under tight deadlines and with great attention to detail.
- Effective communication and time management skills.
- A can-do attitude, strong work ethic and enthusiasm for learning on the job.
- Expertise with Microsoft Teams, SharePoint, WebEx, and similar communications programs and tools.

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

[TO APPLY, CLICK HERE](#)

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

New York State is an Equal Opportunity Employer (EOE)