Job Opportunities at New York State Home and Community Renewal
Build a career while building a better community. Rewarding careers in Public Service start here!

Special Assistant

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.

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 State’s 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 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.

The State of New York Mortgage Agency (SONYMA) is one of several HCR agencies. SONYMA’s programs provide mortgage financing to assist low- to moderate-income, first-time homebuyers in the purchase of a one-to-four-unit residences that are required to meet eligibility criteria established by the Agency and by applicable Federal law. This position will report to the Single Family Programs unit of SONYMA. The Single Family unit reports to HCR’s Homeownership and Community Development.
Position Summary:
The Special Assistant primary responsibility will be to support the Director and senior leadership to ensure that the agency sets and achieves its strategic objectives in support of its mission. The Special Assistant serves as a strategic advisor to the Director of Single Family Programs and Project Manager for key initiatives.

Essential Duties / Responsibilities:

• Support Director in managing priorities and responsibilities by monitoring progress towards goals, proactively anticipating challenges, and providing tactical support.
• Strategize with and advise the Director on organizational challenges and opportunities.
• Conduct research and compile information on complex topics resulting in clear and concise recommendations to Director and senior leadership.
• Draft communications for internal and external stakeholders regarding program initiatives and project status.
• Drive the implementation of the strategic plans and communicate regular status updates to leadership.
• Partner and communicate with leadership in decision-making, research projects, program management, and initiative implementation.
• Develop and maintain the organizational tools required to monitor progress towards goals including dashboards to monitor key performance indicators.
• Serve as the knowledge keeper of all leadership initiatives and identify opportunities for cross functional collaboration and increased efficiencies within teams.
• Lead and manage projects across functional areas that require collaboration.
• In collaboration with other senior staff, identify and facilitate internal and external meetings as needed to advance the agency initiatives.
• Establish and maintain processes to ensure leadership meetings are well organized, relevant, efficient, and produce actionable outcomes. Conduct follow-up on action items from all meetings.

Requirements/Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

▪ Bachelor’s degree or equivalent combination of academic and professional experience.
▪ 5+ years successful experience in mortgage lending, housing and/or community outreach;
▪ Strong organizational skills, including the ability to multitask, be flexible, and work well under pressure.
▪ Strong project management skills with excellent attention to detail
▪ Excellent verbal, written and presentation communication skills;
▪ Highly proficient in MS PowerPoint, MS Excel and MS Word. Knowledge of SharePoint

*This job description is not intended to be all inclusive, and employee will also perform other reasonable related business duties as assigned.*

What We Offer:

• Exciting opportunity to be part of New York’s resurgence to greatness.
• Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits.
• Promotional opportunity for dedicated professionals.
All internal SONYMA/HFA/AHC employees (only) are directed to apply via internalcandidates@hcr.ny.gov

Please Include your name in the subject line

TO APPLY, CLICK HERE.

Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer (EOE)