



# 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!***

### **COMMUNICATIONS ASSOCIATE**

**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 the finance of single- and multi-family housing, home improvements, 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 Communications Associate reports directly to the Director of External Affairs.

#### **RESPONSIBILITIES:**

- Coordinates participation in approved public events, which may include agency-sponsored groundbreakings and ribbon cuttings; applicable national, state, and local conferences; and events planned by other state agencies, outside organizations, and community stakeholders.
- Contributes to the creation of a wide variety of internal and external communications and marketing material.
- Measures and evaluates public events to assess effectiveness of agency participation.
- Assists in the day-to-day administration of incoming correspondence to HCR and the Executive Chamber from external constituents on agency-related matters.



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- Supports the HCR Office of Intergovernmental Affairs by compiling and responding to external requests for information and assistance, as needed.
- Manages the agency's general information email inbox and marketing email distribution lists.

#### **QUALIFICATIONS:**

- Bachelor's degree in communications, journalism, public relations, or relevant field.
- Three or more years of experience in government communications 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.
- Strong organizational and analytical skills.
- A can-do attitude, reliable work ethic, and enthusiasm for learning on the job.
- Demonstrated proficiency with all Microsoft Office tools, including Outlook, SharePoint, PowerPoint, and Teams; and familiarity working with WebEx, Zoom, and similar remote communications platforms 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.*

*\*Travel within New York State to attend conferences and public events is required*

All internal SONYMA/HFA/AHC employees (only) are directed to apply via  
[internalcandidates@hcr.ny.gov](mailto: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)