



# 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!***

### **Project Manager-HOME Program**

Position in: Albany, Syracuse or Buffalo NY

New York State Homes and Community Renewal (HCR) is the State's affordable housing agency, with a mission to build, preserve, and protect affordable housing and increase homeownership throughout New York State. HCR consists of all the major housing and community renewal agencies of New York State, which were merged and integrated under a single management structure.

Under the leadership of Governor Kathy Hochul and Commissioner RuthAnne Visnaukas, **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.

The Office of Community Renewal (OCR) is within the Single Family and Community Development unit, one of four program offices within NYSHCR. OCR mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low- and moderate-income persons.

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.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program. Participation in this program requires an application process that must be approved. Participation is not guaranteed.

#### **Position Summary**

This position will support the NYS HOME program administered by OCR. Project Managers in OCR learn and support regulatory requirements and the administrative functions of the program areas while learning to oversee a portfolio of grant projects and provide technical support to applicants and awardees. The starting salary is \$63,266.

#### **Duties**

Under the general direction of the Program Director or Assistant Program Director, a Project Manager will:

- Carry 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.
- Draft memos, correspondence, reports, manuals, presentations or other documents as needed.
- Provide database record keeping and reporting support.
- Understand and articulate program rules and regulations.



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- Assist in providing and directing technical assistance to program grantees to ensure comprehension of program regulations, requirements, and the application and award processes.
- Assist with review of all Program-related applications and reports and assist with other grant administration correspondence.
- Assist with review and processing of all program-related payment requests and contracts.
- Track and monitor project portfolio through funding, development, and compliance phases.
- Attend, participate, conduct presentations and/or assist with preparation for community development meetings, conferences, webinars and workshops.
- Represent the Office of Community Renewal in community development meetings, conferences, and interagency working groups.
- Special projects and general Program-related support and assistance, as needed.

These positions require occasional travel. Amount of travel varies throughout the year.

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:**

- Bachelor's degree in humanities or business field plus work experience in a professional office setting. Government, grants or project management experience a plus.
- Two (2) years of experience and/or interest in Housing and Community Development;
- Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision.
- Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications.
- Knowledge of Internet and ability to research and retrieve information.
- Strong analytical, organizational, and problem-solving skills; self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks.
- Database management, database navigation experience.
- Comprehensive experience with Microsoft Office. Specifically:
  - **Word**  
Creating new documents, 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**  
Creating new spreadsheets, 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.

### **Instructions for Applicants:**

***Applicants must include a cover letter and resume for review. Applicants are also encouraged to provide a writing sample that demonstrates their ability to clearly communicate technical concepts or procedures.***

New York State is an Equal Opportunity Employer (EOE)

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