



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 **Albany, 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 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.

New York State Homes and Community Renewal currently offers the possibility of a hybrid workplace through our Telecommuting Pilot Program.

The Project Manager will work in the HCR Weatherization Assistance Program (WAP) Special Projects unit to develop new trainings and best practices specific to sustainability and energy efficiency. The Special Assistant will work with staff to support new metrics and calculations towards sustainability goals.

Responsibilities include, but are not limited to:

- Assist Deputy Program Manager in developing policies and best practices for sustainability and energy efficiency.
- Assist Deputy Program Manager in monitoring carbon reduction and benchmarking.
- Assist Deputy Program Manager in producing and evaluating monthly reports for active program production.
- Attend sustainability trainings and remain up to date on certifications.
- Conduct onsite visits with subgrantees to ensure Department of Energy (DOE) federal standards are being met.
- Attend and facilitate meetings as requested.
- Review and make recommendation for approval of payment requisitions from subgrantees.
- Research and recommend additional trainings for the subgrantee network.
- Assist with sustainability audit review.
- Develop, monitor, and maintain project records.
- Utilize project data to prepare status reports and other specialized reports.



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- Handle complex Subgrantee/ Field Assignments as needed.
- Conduct field visits with field representatives.
- Provide feedback to Deputy Program Manager regarding training needs or compliance concerns.
- Assist Regional Supervisors with any subgrantee concerns/complaints.
- Other duties as assigned by Deputy Program Manager.

Essential Skills:

- Proficiency in Excel, Word, and various applications.
- Experience in drafting project status reports.
- Experience in project management.
- Experience in data management including collecting, compiling, and maintaining data from multiple sources.
- An understanding and familiarity with the State's Climate Leadership and Community Protection Act (CLCPA) goals, specifically related to Housing.
- Ability to work independently on assigned tasks with some support.
- Familiarity with regulated affordable housing, either with design or implementation, financing, or development.
- An understanding of decarbonization strategies in housing.

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

QUALIFICATIONS:

- Bachelor's degree and three years of relevant experience. Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.

WHAT WE OFFER

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

Applicants must include resume and cover letter

[TO APPLY, CLICK HERE](#)

New York State is an Equal Opportunity Employer (EOE)