



# 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!*

### **SPECIAL ASSISTANT** **(SPECIAL PROJECT 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 and housing finance 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 control, 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.

**Homeownership and Community Development (HOCD)** consists of the State of New York Mortgage Agency, the Affordable Housing Corporation, the Office of Community Renewal, the Office of Resilient Homes and Communities, and the Governor's Office of Faith-Based Community Development.

#### **JOB SUMMARY**

The primary responsibility of the Special Project Assistant is to help manage priority projects within HOCD. The Special Project Assistant will report to the Director of Healthy Homes and provide support to the Chief of Staff for HOCD, as needed.

#### **DUTIES**

Assist program directors in developing and implementing special programs by:

- Preparing competitive solicitations to onboard program administrators, including notices of funding availability (NOFAs) and Requests for Proposals (RFPs).
- Managing agency projects by conducting research, developing implementation strategies, providing oversight, implementing policies and procedures, and offering recommendations to program staff to resolve issues and ensure project timelines are met.
- Performing research and analysis for the assigned program area; and prepare reports for use by management.
- Maintaining partnerships with internal and external entities. Meet with outside stakeholders to discuss program and projects.
- Identifying barriers to the success of projects and propose and implement solutions.



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- Reviewing program disbursement requests for accuracy and completeness, as grantees meet milestones in the performance of their contracts and submit them to the Agency's financial department for processing. Tracking grant performance and produce progress and financial reports.
- Assisting with special assignments, as needed.

#### **QUALIFICATIONS**

- Bachelor's Degree.
- 2+ years' relevant experience.
- Affordable housing background knowledge.
- Experience collaborating with various levels of government, advocates, and industry.
- Strong organizational skills – planning, follow-through, follow-up.
- Ability to plan and facilitate workshops and effective meetings.
- Computer skills – MS Word & Microsoft Excel
- Detail-oriented with high expectations and accountability mindset.
- Strong affinity for the Agency's mission and vision.

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

#### **WHAT WE OFFER**

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

TO APPLY, [CLICK HERE](#).

**Applicants must include resume and cover letter**

New York State is an Equal Opportunity Employer (EOE)