



Job Opportunities at New York State Homes and Community Renewal

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Program Assistant

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.

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.

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.

Summary of Duties

The bullets below summarize the anticipated responsibilities for the position; however, additional duties will be assigned as needed.

- Document scanning, filing and shredding.
- Preparation of letters, memos, written procedures and other documents as needed.
- Using Microsoft Word to prepare template documents, proofreading and editing written materials, using advanced formatting to add Index/table of contents to documents.
- Monitoring shared Outlook mailboxes, saving documents electronically and routing to appropriate staff.
- Logging payment requests into SharePoint, completing preliminary review of paperwork to ensure consistency of numerical values and confirming that amounts are totaled correctly to initiate payment processing.
- Managing user access to an online application portal, communicate with potential applicants related to access.
- Prepare and run reports from various databases.
- Create new Excel spreadsheets or manipulate existing Excel spreadsheets to meet office staff needs.



Homes and Community Renewal

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- Support office with administrative responsibilities as needed.

Qualifications

- Bachelor's Degree*
- At least two years' experience in a fast-paced office performing support staff tasks (i.e., answering phones, creating written materials & forms, processing paperwork & electronic records, filing.)
- Experience handling sensitive documents and confidential information with discretion.
- Candidate must be familiar with Microsoft Office including significant skills and experience in Microsoft Word and Excel, and experience using SharePoint and using shared calendars and scheduling tools in Outlook.
- Candidate must also be comfortable with creating spreadsheets for data management.
- Ability to work alone/or away from staff (trustworthy).
- Excellent organizational and communication skills are essential.
- Ability to work effectively with members of an existing administrative team and grant project managers.
- Candidate must show initiative and willingness to take on new tasks as directed and be comfortable with shifting priorities and new assignments.

*Substitutions: four years of relevant experience or associate's degree and two years of relevant experience may substitute for bachelor's degree.

This job description is not intended to be all inclusive and employee will be expected to perform other reasonably related duties as assigned.

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