



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!

DATA ASSOCIATE

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.

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.

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.

HCR's Office of Housing Preservation (OHP) manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. OHP monitors over 130,000 low-income housing units financed with an array of federal, state, local, and private resources. OHP's operations and policy team provides crosscutting support to all programs within OHP, working with the Statewide Asset Management Unit to make our vast amounts of data on the State's affordable housing assets accessible and understandable to staff and leadership.

Position Description

Reporting to the OHP Data Team Project Manager and working with staff across OHP and the Office of Multifamily Finance and Development, the candidate will perform a variety of functions dedicated to inputting and maintaining accurate and reliable data on the Statewide Asset Management portfolio. They will play a leading role in the effort to improve data quality related to the agency's 4% low-income housing tax credit (LIHTC) and bond-financed portfolio, including by developing a process and timeline for updating information as details change throughout the lifecycle of a project. This role may also include developing a process for cleanly entering new data into our systems during the project funding phase. This position may also include entering or updating data within the system of record for other portfolios in the Statewide Asset Management Unit.



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Candidates should be comfortable navigating complex computer systems and have knowledge of or a desire to learn about the details of affordable housing finance and compliance with LIHTC regulations. Prospective candidates with an interest and educational background in housing, urban planning, and analytics are encouraged to apply.

Essential Functions

- Input details of the agency's multifamily housing projects into system of record.
- Clean up and standardize existing multifamily housing data in the system of record data.
- In conjunction with OHP and F&D staff, maintain and enhance integrity of agency data sources.
- Use the agency's system of record to track data quality over time.
- Contribute to development of internal documentation and training materials for SAM users.
- Participate in other OHP data initiatives on an as-needed basis.

Qualifications

- Attention to detail
- Excellent oral, written, and communication skills
- Exceptional problem-solving abilities
- Ability to quickly and clearly synthesize information
- Experience with Microsoft Office products, specifically Excel
- Comfortable learning new, complex computer programs and ability to touch type
- Ability to work in a flexible, fast paced, mission driven environment
- Interest and/or experience in affordable housing preferred

If interested:

All candidates must submit a resume, 3 references, and letter of interest

All internal SONYMA/HFA/AHC employees (only) are directed to apply via
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)**