



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!

DEPUTY DIRECTOR OF EXTERNAL AFFAIRS

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 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.

The Public Information Office (PIO) identifies opportunities to promote agency activities and initiatives, serves as HCR's liaison with the media, and plans and executes public events. PIO values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively support the department's mission to provide the public and media with timely and accurate information and to enhance communications and relationships between New Yorkers and the agency.

JOB SUMMARY:

This role is under the direct supervision of the Director of External Affairs within the Public Information Office.

DUTIES:

- Coordinates the press release and event process, including working with External Affairs team staff day-to-day, coordinating with internal program units to track projects and program successes, and transforming them into newsworthy releases and events.
- Supports the Director of External Affairs in helping to develop communications plans that promotes HCR's projects and program successes.
- Manages press release and event calendar, various event tracking reports, and coordinates with internal and external partners to keep them and integrated with the overarching communications plan.



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- Writes and edits releases, briefing documents and remarks for HCR representatives, including the commissioner, who attend public events.
- At the direction of the Director of External Affairs, attends HCR and other State agency or Executive Chamber events. Works with Executive Chamber staff on details related to press releases, press briefings, and events.
- Works with elected officials and housing stakeholders to obtain quotes for announcements.
- Collaborates with the Digital Strategy and Design team to develop social media and promotional materials for the agency.
- Pitches releases and events to the press.

QUALIFICATIONS:

- Bachelor's degree in communications, journalism, public relations, or relevant field.
- Five or more years of experience in government communications, media or public relations.
- Outstanding written and verbal communication skills, and the ability to convey complex and technical information in a clear and concise manner.
- Ability to multi-task and efficiently manage several projects simultaneously under tight deadlines and with great attention to detail.
- Effective communication and time management skills.
- A can-do attitude, strong work ethic and enthusiasm for learning on the job.
- Expertise with Microsoft Teams, SharePoint, Webex, and similar communications programs and

WHAT WE OFFER:

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

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)