



**ANDREW M. CUOMO**  
Governor

**RUTHANNE VISNAUSKAS**  
Commissioner/CEO

**Program Assistant, Federal Section 3 and Federal MWBE**

New York, NY

**Possible Hybrid Workplace Opportunity**

*A Civil Service exam is not required for this position. Candidates must meet the minimum qualifications outlined below to be considered.*

**FAIR AND EQUITABLE HOUSING OFFICE (FEHO) MISSION:**

Our mission is to ensure New Yorkers have an equal opportunity to live in housing regardless of race, color, familial status, religion, sex, disabilities, national origin, marital status, age, and sexual orientation.

- The office is committed to removing barriers to housing at the state level and to affirmatively further fair housing;
- FEHO looks at how HCR's public investments affect the larger housing market and works to engage our partners to ensure affordable housing is available in all areas of the State;
- FEHO provides education and outreach; and
- FEHO oversees Section 3 compliance of grantees/subgrantees to ensure that economic opportunities generated by U.S. Department of Housing and Urban Development (HUD) financial assistance are, to the greatest extent feasible, directed to low- and very low- income persons. FEHO also oversees compliance with federal Minority and Woman Business Enterprise (MWBE) hiring and contracting standards.

**RESPONSIBILITIES:**

- Assist the Section 3/MWBE Coordinator and FEHO director in compliance and reporting with all aspects of federal laws and regulations regarding Section 3 and federal MWBE requirements.
- Organize and file supporting materials and reports on Section 3 and MWBE compliance.
- Update documents, trainings and the website with regard to Section 3 and MWBE program requirements.
- Conduct follow-up calls and emailing regarding reporting requirements to internal and external stakeholders.
- Schedule and coordinate training with internal and external stakeholders, and document attendance at trainings.

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

**QUALIFICATIONS:**

- 3 years of relevant experience\*
- Excellent oral communication and presentation skills;
- Attention to detail;
- Experience with PowerPoint, Excel and teleconferencing applications (Webex, etc.)

- Able to commute to New York City offices;
- Dedication to mission.

\*Substitution: Certification (such as the International Association of Administrative Professionals' Certified Administrative Professional), diploma, or associate's degree in office administration, secretarial science, administrative assistance, paralegal, business technology, or office technology may substitute for two years of experience.

**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 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.

#### **What we offer at NYSHCR:**

- Extensive benefits package including paid leave, including excellent health, dental, vision and [retirement benefits with the New York State & Local Employees' Retirement System](#).
- Promotional opportunity for dedicated professionals
- Work life balance benefits including a 37.5 hour work week and paid time off benefits including, vacation, sick, personal days, and Federal Holidays
- Opportunity for compressed scheduling
- 12 weeks of Paid Parental Leave
- Paid Family Leave

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New York State is an Equal Opportunity Employer (EOE)