



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!

Director of External Affairs

Albany, NY

Possible Hybrid Workplace Opportunity

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.

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

NYS Homes and Community Renewal (HCR) is committed to fostering a culture of diversity, equity, inclusion, and accessibility. Our work would not be possible without the diverse backgrounds, experiences, ideas, and abilities of our employees. HCR is committed to developing a workforce which represents the diverse population of New York State. HCR embraces a diverse and inclusive work environment by encouraging all individuals, including those with disabilities, to apply to open positions at the agency.

Job Duties:

- The Director of External Affairs reports to the Deputy Commissioner for Public Information and Communications.
- Working closely with the Deputy Commissioner for Public Information, the Director of External Affairs helps to develop external communications plans to strengthen external understanding of the Agency's identity and impact, and to inform, engage and influence key audiences across the State and nationally.
- Oversees the External Affairs unit within the Public Information Office and manages the press release and public event process to promote HCR's wide variety of programs and related efforts by the Executive Chamber.
- Directs the writing and editing of public relations materials, including: op-ed articles, letters to the editor, Agency reports, and other communications which highlight the objectives, policies, programs, activities and accomplishments of HCR and the Governor. And also writes and copyedits briefing documents, key messages, and speaking remarks for the Commissioner and Agency representatives who attend public events scheduled by HCR, State Agencies and the Executive Chamber.
- Provides Executive Chamber staff with timely assistance to ensure the Governor is properly prepared for public events and meetings with constituents related to HCR's work.



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- Directs External Affairs staff to attend and assist with logistical planning and on-site management of HCR at public events and related meetings. And also serves as an HCR representative at public events and meetings scheduled by HCR, State Agencies, and the Executive Chamber as required.
- Works in close collaboration with the Digital Strategy and Design Unit within the Public Information Office to develop engaging social media content and promotional materials.
- Provides strategic communications counsel and support to the Deputy Commissioner of Public Information as well as HCR's program areas and the Agency's intergovernmental team.
- Administers the creation and distribution of HCR's quarterly newsletter.
- Directs the creation of weekly news clips and assists with analysis of media coverage to ensure External Affairs strategies are effectively amplifying HCR's content.
- Ensures the External Affairs unit maintains positive working relationships with key partners and constituencies.
- Performs other related duties as assigned.

Preferred Experience and Qualifications

- Bachelor's degree
- 8 years of relevant experience

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

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
- As a New York State employee, you may qualify to participate in the [Federal Public Service Loan Forgiveness Program](#) (PSLF). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under an [accepted repayment plan](#) and while working full-time for an [eligible](#) employer.

About New York State Homes and Community Renewal:

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



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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, construction, 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.

[TO APPLY, CLICK HERE.](#)

Applicants must include resume and cover letter

New York State is an Equal Opportunity Employer
(EOE)