



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!

Engagement and Development Coordinator

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.

The Office of Professional Services (OPS) is responsible for all administrative and support services, including Human Resources, Training and Professional Development, Policy Development, Competitive Procurement and Contract Management, Fiscal Planning, Accounting and Treasury Services, Facilities and Building Management Services, and Information Technology Services. OPS values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively plan, direct, and coordinate HCR's wide array of support services across multiple payrolls.

Job Summary:

Reporting to the HRIS and Operations Specialist within the Human Resources office, the Engagement & Development Coordinator will work as part of a team to help align agency objectives and goals with employees and management throughout the different offices within Homes and Community Renewal. The position will foster partnerships across HCR to deliver value-added services in the areas of workforce planning and development, organizational design, and an emphasis on employee engagement and retention. The coordinator will maintain an effective level of business literacy about the agency's structure, organizational plans, its culture, and the broader industry trends. Will play a large role in organizing and managing employee driven initiatives such as charity events, drives and collections, volunteer opportunities, and more. They will help collect data and metrics in partnership with the HR Workforce Analytics & Operations unit to research and develop solutions, programs, and policies.



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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.

Essential Duties/Responsibilities

- Work closely with the HRIS and Operations Specialist to collect and coordinate aggregate data for agency reporting in the areas of employee retention/engagement, turnover, DE&I initiatives, and industry trends.
- Develop, implement, and analyze employee surveys to gather feedback on workplace satisfaction, identify areas for improvement, and track employee engagement levels.
- Work with different teams within the agency to coordinate and execute employee engagement programs, activities, and initiatives on a quarterly basis (at minimum) that align with the organization's goals and values. Examples may include charity drives, volunteer opportunities, agency events, etc.
- Assist with the management and planning of the annual employee Recognition Awards.
- Oversee the planning and organizing of a quarterly HR newsletter. Will work with HR team to determine content, individual assignments, and overall editing and review. Will establish a consistent distribution timeline and process.
- Help run the HTFC and Authority performance evaluation program. May serve as a trainer for the agency Planning for Performance course.
- Evaluating Program and Unit processes, anticipating needs, uncovering areas for improvement, and developing and implementing solutions such as succession planning to combat attrition and staffing issues. Will assist in scheduling and running a new Succession Planning course.
- Assist the HRIS and Operations Specialist to generate and maintain a collective set of reports and spreadsheets on a continuous basis to ensure information is accurately recorded and reported out to multiple offices within the Agency.
- Assist in the administering of the Agency Exit Interview process. Work with HR Specialists to communicate with separating employees to collect essential feedback.
- Assist with yearly compliance tasks that includes, but not limited to, annual Civil Service reports, Internal Controls submissions, Process Manual Audits, HCR Year End reports, etc.
- Occasional travel to NYC and Western New York to collaborate with other agency offices on initiatives and events required.



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Who you are:

- Bachelor's degree preferred, or at least 2 years' experience in HR or related field
- Proficient with Microsoft Office Suite (Excel, Word, PowerPoint)
- Experience with event planning, volunteer/charity organizing, and engagement initiatives highly encouraged
- Good public speaking skills. Comfortable conducting live trainings and presentations.
- Ability to compose and present comprehensive reports to diverse employee groups.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication skills
- Excellent interpersonal and organizational skills with an emphasis on attention to detail

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
- Opportunity for compressed/flextime scheduling

Additional SONYMA/HFA/AHC Benefits:

- Cash in for Wellness! This program provides you with the option of buying or renewing a health club membership of your choice or enrolling in a weight loss and or smoking cessation program, using your sick leave accruals.
- Tuition reimbursement program – for job related and non-job related courses
- Vacation Leave Buy-Back program – Subject to approval, every year eligible employees may exchange previously earned and accrued vacation time in return for cash compensation (at employee's daily rate of pay at time of exchange)
- Access to Plum Benefits – savings on movie tickets, theme parks, hotels, tours, Broadway shows and more!
- Optical reimbursement program – Employees are eligible for optical, hearing aid, and podiatric expenses not otherwise covered by insurance, with a maximum aggregate amount of \$650 per year, per family. Unused yearly balances may be carried over to the next year for a maximum of \$1300

About New York State Homes and Community Renewal:



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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, 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.

*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)