



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!

SOLAR PROGRAM ASSOCIATE

New York, 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. In pursuit of those principles, HCR has established a DEIA Committee, created a 5-year DEIA strategy plan, and developed a strategic plan to address Governor Hochul's Executive Order 31. HCR embraces a diverse and inclusive work environment by encouraging all individuals, including all people with disabilities, to apply to open positions at the agency.

The Office of Housing Preservation manages HCR programs that maintain and enhance the state's portfolio of existing affordable housing. We enforce the Rent Laws in New York City for over 900,000 housing units, while providing federal and state rental assistance to assist more than 45,000 families across the state. We also monitor 130,000 low income housing units financed with federal and state resources, and provide grant funding to help homeowners and tenants save energy.

The Statewide Asset Management Unit is responsible for the asset management and compliance monitoring of the Agency's existing affordable housing portfolio. This portfolio has been financed under various Federal and State housing programs including the Low Income Housing Tax Credit; Housing Trust Fund; HOME.

Position Summary:

NYS Homes and Community Renewal is seeking a Solar Program Associate to help the agency develop and deploy a solar program as part of the state's EPA Solar for All grant, a historic federal initiative to advance renewable energy in affordable housing.

The Solar Program Associate will provide programmatic coordination and support for the development of solar programs within NYS Homes and Community Renewal's Office of Housing Preservation. This position will work closely with the Director of Sustainability Programs and Sustainability Program



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Associate to develop and manage solar programs that successfully align the State's Decarbonization goals under the direction of the VP of Sustainability. Responsibilities include, but are not limited to:

- Support the development of solar programs within HCR's Office of Housing Preservation.
- Coordinate with a team of consultants and state agency partners to design and implement the solar program.
- Organize and lead regular meetings with consultants and state agency partners.
- Interface with HCR's legal team to support the review and execution of program administrative and legal documents.
- Assist in development and maintenance of internal facing and external facing programmatic resources, such as one-pagers, fact sheets, FAQs, etc.
- Oversee the evaluation and reporting for active program production under the direction of the Director of Sustainability Programs.
- General program oversight, including daily email correspondence, completion of program work plan tasks, and regular internal and external follow-up.
- Coordinate with the Design Unit, Environmental Unit, Finance and Development Unit, and other teams within HCR to oversee program processes and projects.

Minimum Qualifications and Desired Skills:

- Two-year associate degree, bachelor's degree, or equivalent work experience AND
- minimum of two to three years of experience working in a professional office setting in either housing or solar design/implementation.

A master's degree can substitute one year of experience. Education or professional experience in affordable housing development, solar financing, or sustainable development preferred.

Essential Skills:

1. Knowledge of or interest in renewable energy and affordable housing.
2. An understanding of solar technology and business models.
3. An understanding and familiarity with the Clean Air Act.
4. An understanding and familiarity with the State's Climate Leadership and Community Protection Act goals, specifically related to Housing.
5. Familiarity with regulated affordable housing, either with design or implementation, financing, or development.
6. Experience in program management.
7. Deep knowledge of Microsoft Office Suite.



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Candidates must possess the following qualities and strengths:

1. Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications with staff and the public.
2. Ability to work independently and manage various tasks simultaneously.
3. Strong analytical, organizational, and problem-solving skills.
4. Work effectively in and with diverse communities.

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.

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



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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 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)