



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!***

ASSISTANT VICE PRESIDENT OF CITY LEGISLATIVE AND INTERGOVERNMENTAL AFFAIRS

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.

*This position is with HCR's **Affordable Housing Corporation (AHC)**. This is not a civil service position, and a civil service exam is not required. 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 that 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.

DUTIES AND RESPONSIBILITIES:

- Advises Program and Executive staff on engagement with New York City local government and stakeholders for new initiatives and programs.
- Prepares briefing materials for use by the Commissioner in meetings with elected officials, housing advocacy groups and interested citizens.
- Attends various affordable housing-related events with partners and stakeholders. Represents HCR at events as required.
- Coordinates meetings and events for Commissioner with key members of the New York City local government and stakeholders.



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- Responds to inquiries from legislators and legislative staff for information and assistance on housing-related issues.
- Monitor, analyze, and report on proposed legislation, regulations, and policy initiatives at the city level that could impact the organization. Develop and advocate for positions on these issues.
- Create and execute strategies to advance the organization's interests with New York City government agencies, elected officials, and relevant stakeholders

WHO YOU ARE:

- Bachelor's degree and seven years of relevant experience in government, politics, campaigns, or public policy. Substitutions: four years of specialized experience or associate's degree and two years of specialized experience may substitute for bachelor's degree; J.D. or master's degree may substitute for one year of specialized experience; Ph.D. may substitute for two years of specialized experience.
- Proven ability to build, maintain, and manage partnerships with federal, state, and local officials, as well as stakeholders.
- Excellent oral and written communication, public speaking, and the ability to articulate complex policy to diverse audiences.
- Demonstrated knowledge of the legislative process at local, state, and federal levels and a deep understanding of how to track, analyze, and influence legislation at local, state, or federal levels.
- Ability to establish effective working relationships
- Excellent oral and written communication skills.
- Strong analytical and organizational skills.

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

All internal SONYMA/HFA/AHC employees(only) are directed to apply via

internalcandidates@hcr.ny.gov

PLEASE INCLUDE NAME IN SUBJECT LINE

[TO APPLY, CLICK HERE.](#)

APPLICANTS MUST INCLUDE A RESUME



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WHAT WE OFFER AT NYS HCR:

- 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 include 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.
- 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.

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 next year for a maximum of \$1,300.

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



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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.

New York State is an Equal Opportunity Employer
(EOE)