



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!

Community Developer Trainee

Positions in: Albany, NY

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 Andrew M. Cuomo 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.

HCR's Mission and Goals:

- Partner to improve and preserve New York State's homes and communities
- Finance and leverage resources to create and preserve safe, decent and affordable housing for the States low-moderate income individuals and families
- Support the revitalization and economic growth of the State's distressed communities and neighborhoods
- Increase compliance with rent laws and regulations in order to protect the legal rights and obligations of tenants and owners: and
- Proactively enforce rent regulations and identify potential fraud.

New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure.

The Office of Community Renewal (OCR) is one of four program offices within NYSHCR. The OCR's mission is to administer a combination of State and Federal funding resources to develop or support programs that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.

Position Summary: New York State Homes and Community Renewal (NYSHCR) consists of all the major housing and community renewal agencies of New York State, which were recently merged and integrated under a single management structure. The Office of Community Renewal (OCR) is one of four program offices within NYSHCR. OCR administers a combination of State and Federal funding resources that support programs to provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate-income persons.

The trainee will complete a two-year term. The estimated starting salary is \$45,213 with an increase after the successful completion of the first year of the traineeship and an estimated salary of \$56,745 following completion of the second year of the traineeship.



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OCR's Community Developers oversee a portfolio of grant contracts and are responsible for active administration of grant activities from initial application to contract closeout.

There are multiple positions available.

Duties: Under the general direction of the Program Director or Assistant Program Director, the Community Developer Trainee provides support in the administration of grant projects.

- Carry out routine office activities such as answering and routing phone calls, copying, transcription, filing, data entry, handling incoming and outgoing e-mail, and mail, and other tasks as needed.
- Draft memos, correspondence, reports, manuals, presentations or other documents as needed.
- Provide database record keeping and reporting support.
- Understand and articulate program rules and regulations.
- Assist in providing and directing technical assistance to eligible Program applicants and grantees to ensure comprehension of program regulations, requirements, and the application and award processes.
- Assist with review and scoring of all Program-related applications and assist with award notification/declination process, and other grant administration correspondence.
- Assist with review and processing of all Program-related payment requests and contracts.
- Attend, participate, conduct presentations and/or assist with preparation for community development meetings, conferences, webinars and workshops.
- Special projects and general Program-related support and assistance, as needed.

These positions require occasional travel. Amount of travel varies throughout the year.

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

Minimum Qualifications and Desired Skills:

- Bachelor's degree in humanities or business field plus two (2) years of work experience in grants or project management position. Comparable, relevant work experience will be considered;
- Affinity toward technology;
- Strong analytical, organizational and problem-solving skills;
- Understanding of how to work effectively in and with diverse communities;
- Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
- Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications;
- Knowledge of Internet and ability to research and retrieve information;
- Well organized and self-motivated with ability to work under pressure, while prioritizing and managing multiple tasks;
- Experience with reporting software such as Crystal Reports and building SQL expressions and formulas a plus.
- Database management, database navigation experience;
Comprehensive experience with Microsoft Office. Specifically:



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-Word

Creating new documents, formatting, typing a full range of correspondence, reports, creating templates, proofreading for content, and editing using knowledge of grammar, punctuation and spelling. Experience using forms, table of contents, and advanced formatting features preferred.

-Excel

Creating new spreadsheets, recording, arranging, organizing and formatting data. This includes tracking and monitoring the status of project events or workflows in a detailed spreadsheet format. Ability to work in multiple worksheets, perform calculations, compose formulas and functions such as pivot tables is preferred.

-Access

Planning and implementing databases for grant management activities. This includes designing and populating tables, forms, reports and queries.

Instructions for Applicants:

Applicants must include a cover letter, resume and relevant writing sample for review. This may include professional correspondence, procedural documents or other examples of technical writing.

Applicant must describe in a cover letter how the applicant meets the minimum qualifications, and how the work experienced outlined in the accompanying resume relates to the available positions. Applicants are also encouraged to use the cover letter as an opportunity to identify specific skills, including knowledge of software or database systems that may be useful for these positions.

What we offer:

- Exciting opportunity to be part of New York's resurgence to greatness;
- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunity for dedicated professionals.

**TO APPLY, please send resume, cover letter, and writing sample to: HTFCJobs@nyshcr.org
Please include the name of the position that you are applying for in the subject line.**

New York State is an Equal Opportunity Employer (EOE)