



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.

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, relevant work experience preferred;
- Affinity toward technology; 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;
- Ability to work effectively in and with diverse communities;
- Ability to communicate effectively both orally and in writing with attention to detail and professionalism in all communications;
- 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: **Word, Excel, and Access.**

Instructions for Applicants:

Applicants must include a cover letter and resume for review. Resumes not accompanied by a cover letter will be deemed incomplete and will not be considered.

All resumes and cover letters must be submitted by April 2nd, 2019.

What we offer:



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Job Opportunities at New York State Homes and Community Renewal

- 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)