



# 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 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:** This position will support the review and processing of grant agreements, payment requests and correspondence for OCR grant programs including the Neighborhood & Rural Preservation Programs. This position requires a candidate with high-level attention to detail and advanced organizational skills.

**Duties:** Under the general direction of the Program Director or Vice President, the Community Developer Trainee provides support in the administration of grant projects. The trainee will complete a two-year training term to become a full salary Community Developer. The estimated starting salary is \$46,117 with an increase after the successful completion of the first year of the traineeship and an estimated salary of \$57,880 following completion of the second year of the traineeship.



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- Provide support for contract intake, review and routing for OCR grant programs portfolio;
- Articulate program rules and regulations to provide technical assistance to grantees;
- Manage contract caseload, including but not limited to tracking and monitoring grant program awards from application, funding, development and compliance phases, on-site monitoring and database record keeping and reporting support;
- 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;
- Prepare memos, correspondence, reports, manuals, presentations or other documents as needed;
- Contribute to the drafting and distribution of annual and/or other periodic or semi-annual Notices of Funding Availability, Requests for Proposals, and other related OCR Program funding documents;
- Assist with review and scoring of all Program-related applications, the award notification/declination process, the review and processing of contracts and payment requests;
- Represent the Office of Community Renewal in community development meetings, conferences, and interagency working groups;
- Special projects and general program-related support and assistance, as needed.

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, public or business administration with a minimum of two (2) years of professional work experience in grants or contract management position;
- Interest in Housing, Community and Economic Development;
- Experience working in a broad range of communities, i.e. population size, geographic region;
- Strong analytical, organizational and problem-solving skills;
- Demonstrated experience performing administrative duties with speed and accuracy without immediate and constant supervision;
- Ability to communicate effectively both orally and in writing with an attention to detail and professionalism in all communications;
- Knowledge of Internet navigation and ability to research and retrieve information;
- Strong software skills, experience with databases, reporting tools, SharePoint and comprehensive experience with Microsoft Office, specifically: Word and Excel.

### **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.***

### **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](mailto:HTFCJobs@nyshcr.org)  
Please include the name of the position that you are applying for in the subject line.**



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New York State is an Equal Opportunity Employer (EOE)