



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!

Talent Acquisition Internship

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 Visnaukas, **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.

Job Summary

Assist the Human Resources Specialists in the recruitment process from sourcing to scheduling interviews, via:

- Researching new recruitment trends, job boards and career websites to post jobs that match the duties and responsibilities of the position;
- Managing all posting accounts, user names and passwords for each source;
- Coordinating the posting updates and monitoring the deadlines of all postings;
- Ensuring that all positions are listed on HCR webpages, USA Jobs and in the internal bulletin boards throughout the agency;
- Qualifying and non-qualifying all resume submissions before submitting to the Hiring Manager;
- Managing the job opportunities email box and ensuring all resume submissions are filtered in the appropriate subfolders;
- Coordinating interviews with the Hiring Managers and candidate, including setting up the conference room;
- Assisting the HR department in the Workforce Analysis plan by scheduling employee interviews and writing summaries;
- Assisting in other areas of the recruitment process and functions of human resources, as needed.

Qualifications

- Pursuing a Bachelor's Degree or Master's Degree (preferred);
- Relevant experience and/or coursework in recruitment/talent acquisition/employee selection;
- Knowledge of Microsoft Outlook and Excel;



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- Ability to maintain confidentiality;
- Good interpersonal and communication skills;
- Ability to communicate effectively with all levels of management.

TO APPLY, please send resume and cover letter to: Jobopportunities@nyshcr.org
New York State is an Equal Opportunity Employer (EOE)