



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!

Program Coordinator & New Media Specialist **(Albany, NY)**

New York State Homes and Community Renewal (HCR) carries out Governor Andrew M. Cuomo's mission to foster the creation and preservation of high quality affordable housing and strong neighborhoods and communities throughout the Empire State. Led by Commissioner RuthAnne Visnauskas, **HCR** is a vibrant, innovative agency that integrates and leverages New York State's housing and economic development resources. We have offices in New York City, Albany, Buffalo, and Syracuse, and employ a diverse team of professionals who are hardworking 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 work in partnership with a variety of public and private stakeholders.

Achieving this mission requires expertise in public policy, administration, real estate, architecture, finance, law and many other areas. 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.

The Public Information Office (PIO) identifies opportunities to promote agency activities and initiatives, serves as HCR's liaison with the media, and plans and executes public events. PIO values professionals that enjoy working in a fast-paced environment and who have the skills required to effectively support the department's mission to provide the public and media with timely and accurate information and to enhance communications and relationships between New Yorkers and the agency.

DUTIES & RESPONSIBILITIES

- Plan, manage and expand day-to-day online social media presence.
- Identify and use appropriate analytical tools to measure communications effectiveness.
- Film, edit, upload and manage official agency videos for release on YouTube channel and website.
- Prepare daily clips from local, regional and national publications and other relevant media outlets (blogs, trade publications, magazines, etc.) for distribution.
- Prepare and file daily News tracker report on the agency's media activities.
- Prepare press releases, speaking points, research and briefing materials, and newsletter articles, as needed.
- Create and maintain the agency's master and targeted media contacts lists.
- Research and vet HCR program participants as necessary.
- Attend and photograph/videotape selected press events; Assist PIO at as a contact point for reporters and support for the Commissioner/staff.
- Research and prepare responses to constituent correspondence.



Homes and Community Renewal

Job Opportunities at New York State Homes and Community Renewal

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

QUALIFICATIONS:

- Excellent oral and written communication skills.
- Excellent analytical skills.
- Working knowledge of Microsoft Office programs.
- Experience in Facebook, Twitter, YouTube, Instagram, Flickr, Hootsuite
- Proven experience working independently and with others toward the successful completion of projects.

EDUCATION:

- B.A. Degree

WHAT WE OFFER:

- Extensive benefits package including paid leave, excellent health, dental, vision and retirement benefits;
- Promotional opportunities for dedicated professionals.

TO APPLY, please send resume and cover letter to: jobopportunities@nyshcr.org

New York State is an Equal Opportunity Employer (EOE)