



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 Management Internship

Summer 2019

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.

Internship Summary

Reporting to Human Resources Specialist, s/he will support the various functions in the Office of Human Resources Management. The intern will play a key role in assisting the department in managing, motivating and retaining talent in the agency. This position is unpaid and part-time for a minimum of 3 days per week with flexibility as necessary. Intern may receive college credit if needed.

Job Summary

Assist the Human Resources Unit in managing, motivating and retaining employees via:

- Research and communicate trends in the workplace to effectively manage talent
- 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;
- Assist with change management and the workplace strategy
- Assist team members with gathering data and information for the Workforce Analysis
- Assist with running reports from the Human Resources Information System (HRIS)



Job Opportunities at New York State Homes and Community Renewal

- 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 in Human Resources (preferred);
- Relevant experience and/or coursework in human resources management;
- Knowledge of Microsoft Outlook, Excel and PowerPoint;
- 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
Please include Talent Management Internship in the subject line when applying**

New York State is an Equal Opportunity Employer (EOE)