



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!

Web Content Management **(NYC or Albany)**

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.

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.

SUMMARY

The Public Information Office is looking for an unpaid and part time Intern for the Fall and/or Winter semester. The Intern will work with our team to solve problems and build innovative web solutions with a focus on writing content. The Intern will also contribute to a wide range of projects and will participate in all stages of design, development, testing, implementation, and maintenance.

DUTIES:

- Participate in Web Modernization project assisting team in migration of current website to new platform
- Assist with maintaining and updating the website, including developing different sections
- Participate in team and project meetings to help with ideation, planning and execution of new initiatives
- Provide support for special projects and reports for management
- Participate in writing and summarizing content



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QUALIFICATIONS:

- Pursuing a degree in either Web Design, Communications or related field
- Relevant experience and/or coursework in writing/communications/interactive media
- Data entry or typing experience
- Familiarity with Microsoft Office suite
- Ability to adhere to schedules and meet deadlines

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

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

New York State is an Equal Opportunity Employer (EOE)