



**Division of Social Justice**  
**Housing Protection Unit – New York City**  
**Housing Resource Specialist**  
**Reference No. HPU\_NYC\_HRS\_6252**

**Application Deadline is March 3, 2023**

The New York State Office of the Attorney General (OAG) is seeking a talented, motivated and innovative professional to serve as a Housing Resource Specialist (HRS) in the Housing Protection Unit (HPU). The HPU is charged with addressing complaints of tenant harassment, preserving New York State's affordable housing stock and stopping fraud in the real estate industry. The HRS position provides a unique and exciting opportunity to work on community outreach and engage in direct advocacy alongside a team of experienced housing attorneys. This position is based in New York City and reports to the HPU Unit Chief.

**Responsibilities of the HRS will include but not be limited to the following:**

- Proactively fostering relationships with advocates, elected officials, organizers and other community groups.
- Serving as the intake point of contact for elected officials and advocates to bring tenant related issues to the OAG.
- Identifying and reporting on trends and/or emerging areas of focus to generate greater awareness across the OAG and to facilitate opportunities for staff to collaborate/strategize on how best to address these issues.
- Creatively and effectively addressing complaints and other issues where a traditional OAG law enforcement approach is not possible, including using direct advocacy, coordinating with other government agencies/offices and/or drafting legislation.
- Developing and delivering trainings to build capacity among advocates and the staffs of elected officials to better identify relevant housing law issues/violations and to research and escalate the complaints that are received by their offices.
- Coordinating the OAG's response to individual tenant complaints.
- Preparing fact sheets, talking points, educational resources, presentations, and other materials for the public.
- Attending and organizing meetings, site visits and other outreach events/activities in impacted communities.

**Qualifications**

- Applicants who have at least two to three (2-3) years of community organizing, policy, government and/or legal advocacy experience are preferred.
- Familiarity with and understanding of the issues and politics surrounding tenant rights and housing more generally in New York State. An existing connection/relationship to the organizations and coalitions currently working on housing issues in New York State is desirable.
- Forward thinking and proactive with a proven record of building/establishing relationships, trust, credibility and goodwill with a range of stakeholders.
- Excellent interpersonal, verbal and written communication skills, including the ability to understand and convey complex information effectively to a range of audiences. Prior experience with public speaking and/or delivering presentations and trainings is a plus.
- Capable of working well independently or in a team, strong organizational skills that include the ability to self-manage time/deadlines while also balancing priorities.
- Highly professional with sound judgment; must manage confidential information and emotionally charged situations/interactions with discretion and empathy.
- Proficient with MS Office Suite (Outlook, PowerPoint, Excel) and social media platforms.
- Periodic availability to work outside of usual business hours and to travel within New York State.
- Proficiency in other languages is a plus but not required.

**The annual salary for this position is \$59,534 - \$77,036 + \$3,026 in location pay.** The final salary will be set after a complete evaluation of the selected candidate's qualifications. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

Per Office of the Attorney General policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you may be required to provide regular negative COVID-19 PCR test results at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).

*Candidates from diverse backgrounds are encouraged to apply.*

*The OAG is an equal opportunity employer and is committed to workplace diversity.*

## HOW TO APPLY

Applications are being received online. To apply, please click on the following link: [HPU NYC HRS 6252](#)

**To ensure consideration, applications must be received by close of business on March 3, 2023.**

Applicants must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - You may address to the Legal Recruitment Unit.
  - Indicate why you are interested in this position and what makes you a strong candidate. You may wish to include information about what life experiences you will bring to the position that will enhance the HPU's ability to better serve the diverse population of this state.
- **Resume**
- **Writing Sample**
  - An advocacy letter or an organizing campaign outline is preferred.
  - If needed, you may add a cover page to provide the reader with any relevant context or background.
- **List of three (3) references**
  - Only submit professional references, supervisory references are preferred.
  - Indicate the nature and duration of your relationship to each reference.
  - Include contact information and email addresses for each reference.
  - Please note, your references will not be contacted until after you interview for the position.

**If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.**

**For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)**