The New York City Department of Housing Preservation & Development (HPD) promotes quality and affordability in the city's housing, and diversity and strength in the city's neighborhoods because every New Yorker deserves a safe, affordable place to live in a neighborhood they love.

- We maintain building and resident safety and health
- We create opportunities for New Yorkers through housing affordability
- We engage New Yorkers to build and sustain neighborhood strength and diversity.

HPD is entrusted with fulfilling these objectives through the goals and strategies of "Housing Our Neighbors: A Blueprint for Housing and Homelessness," Mayor Adams' comprehensive housing framework. To support this important work, the administration has committed $5 billion in new capital funding, bringing the 10-year planned investment in housing to $22 billion—the largest in the city's history. This investment, coupled with a commitment to reduce administrative and regulatory barriers, is a multi-pronged strategy to tackle New York City's complex housing crisis, by addressing homelessness and housing instability, promoting economic stability and mobility, increasing homeownership opportunities, improving health and safety, and increasing opportunities for equitable growth.

The New York City Department of Housing Preservation & Development and the City of New York is an equal opportunity employer.
• Lead divisional training and onboarding efforts to ensure resources are available and up to date for new and current staff
• Spearhead the division’s recruitment efforts for interns and fellows; coordinate with relevant programs to ensure ideal placements for prospective interns and fellows
• Coordinate division budget needs including City Capital expenditures and forecasting exercises with division senior staff
• Coordinate workplace physical space and technical needs with Director of Operations and liaise with appropriate departments within HPD
• Coordinate and execute special events, meetings, and programs, and managing the scheduling of meeting spaces
• Assist the division by tracking Section 8 applications and statuses
• Support relevant staff with divisional permanent loan conversion needs
• Coordinate the RFP/RFQ process as needed by acting as the RFQ/RFP’s point of contact, tracking, and logging submissions and reviewing applications for completeness
• Monitor and oversee the tracking and submission process for Doing Business Data Forms to ensure that projects comply with Local Law 44 per the City’s campaign finance reform law
• Assist the Directors of Operations and Chief of Staff with internal and external data requests including inquiries from for profit and not-for-profit partners and government affairs.
• Participate in divisional tracking including operations exercises
• Serve as point of contact for divisional Freedom of Information Law (FOIL) requests and work with appropriate staff to address inquiries
• Working with relevant program and administrative staff, oversee coordination of file/archiving needs, as necessary and retrieval of archived files when requested.
• Perform additional assignments as requested

Preferred Skills:

Candidates must have a strong background in coordinating and organizational skills for a large staff. The ideal candidate will be detailed-oriented, self-motivated and be able to manage multiple projects and meet deadlines. They should have demonstrated experience in a high volume, complex work environment. Candidates must also demonstrate strong organizational skills, possess strong verbal and written communication skills, and demonstrate good judgment and discretion. Candidates with background or demonstrated interest in government and/or human resources and operations management are strongly encouraged to apply. Demonstrated analytical skills and ability to work effectively with others to obtain results promptly are also important. Strong proficiency with Microsoft Office Suites is required.

How to Apply:

Please go online and apply at www.nyc.gov/careers . Search for JOB ID# 557652

City Employees: Apply through the Employee Self Service portal (ESS) at www.nyc.gov/ess . Search for JOB ID# 557652

Salary range for this position is: $80,000-$90,000

NOTE: Only those candidates under consideration will be contacted.

NYC residency required