Strategic Planning & Reporting Housing Planning Intern

The Illinois Housing Development Authority’s (IHDA’s Strategic Planning and Reporting Department, through its Office of Housing Coordination Services (OHCS), provides overall coordination and staffing for the development of both the State’s annual federally – and State-required housing plans and performance reports. SPAR also administers the Affordable Housing Planning and Appeal Act, regularly represents IHDA on several public advisory groups and operates a housing information clearinghouse.

Responsibilities:

- Assist in carrying out data research and analysis and in drafting narrative descriptions for inclusion in the State’s Annual Comprehensive Housing Plan and its HUD-required Annual and Five-Year Consolidated Plans, including program performance, special needs populations, community revitalization, and other policy areas of housing.

- Assist in responding to information requests as assigned (e.g. letters from the Governor’s Office of Citizens Assistance, housing information clearinghouse, and legislative impact notes).

- Assist in preparation for meetings, conferences, workshops, presentations (including PowerPoint) and mailings related to SPAR business, including preparation meeting packages, and attending, drafting minutes, and possibly speaking at said meetings.

- Other duties as assigned.

Experience:

- Bachelor’s Degree seeking students in Political Science, Urban Planning or related field, Graduate students preferred.
- Effective interpersonal skills. Able to build effective relationships with internal and external partners.
- Proficient PC skills, including experience with Microsoft Office Suite, PowerPoint.
- Strong oral/written communication skills - Ability to convey information in the appropriate style and setting both within written form and public speaking environments both internal/external. Also need to possess data collection & analysis skills.

To apply, submit resume to:

https://workforcenow.adp.com/mascar/default/mdf/recruitment/recruitment.html?cid=ee890b7ac9a4-4880-b61b-79abf60f096e&ccld=19000101_000001&jobId=386839&source=CC2&lang=en_US

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