

## Community Affairs Intern

The Community Affairs Department supports IHDA's mission of financing the creation and preservation of affordable housing in Illinois through overseeing a diverse portfolio of programs all directed toward providing financial resources, capacity building, and technical expertise to households, organizations, and communities in need, so they can achieve their housing and community development goals, thereby improving quality of life outcomes for residents.

### Responsibilities:

- Support department leadership with ongoing planning initiatives which emphasize a strong need for operational efficiencies, qualitative improvements in program outcomes, and connections to the CA Department Plan. Assistance here may include creating and implementing of a functional department work plan template to facilitate the plan's mandates alongside baseline department operations.
- Assist with the comprehensive review of existing department data resources, tools, and analysis methods, to identify areas for practical improvement. As necessary, assist with data and records maintenance, useful tools or analysis infrastructure creation, and data-focused policies and procedures.
- As directed assist with special projects for the department's Affordable Housing Trust Fund, housing counseling, and community revitalization funding programs.
- Assist with analyzing programmatic data and records to produce visualization and narrative documentation such as reports, memos, handouts, charts, tables, graphs, maps, presentations, etc.
- Review department policies, procedures, process guides, etc., to identify potential improvements or clarification. If necessary, prepare supplemental materials to improve user comprehension of the existing documents.
- Perform other duties as assigned, and as required, attend any listening sessions, networking events, public presentations, or other work functions which correspond to the work in Community Affairs.

### Experience:

Bachelor's degree in Urban Planning, Public Policy and/or Administration, Finance, or related field. Needs strong abilities to prepare and analyze data. Excellent analytical, technical, research, written and verbal communications skills. Polished presentation skills. Highly organized, efficient, self-motivated, and detail oriented. Excellent computer skills, including Word, Excel, and PowerPoint. GIS mapping skills and other graphic and design skills are a plus.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobId=438501&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=438501&source=CC2&lang=en_US)

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