

Legal Intern

The Legal Intern will provide support to Illinois Housing Development Authority's in-house legal team and internal clients. The Legal Intern will be responsible for assisting with a variety of tasks in legal areas related to the financing of affordable housing, including, but not limited to:

Responsibilities:

- Reviewing, organizing and possibly revising the Legal Department's library of form loan documents, regulatory agreements, certificates, and other records associated with the various funding programs the Authority administers.
- Researching Authority policies and how they may impact different departments and working groups throughout the Authority.
- Researching specific legal issues, mostly in real estate and finance law best practices and reporting those findings.
- Assist the Authority's attorneys in drafting memorandums, agreements and/or other written documents.
- Working with the Authority's attorneys and paralegals to assist in pending matters as they arise.

Experience:

- Be able to understand and grasp ideas quickly and follow instructions with initiative and exercise good judgement.
- Be able to pay attention to detail.
- Have the ability to read, interpret and apply technical materials encountered as a result of work assignments.
- Good communication skills, with very strong research and the ability to communicate clearly and concisely, both orally and in writing.
- Basic knowledge of principles, methods, materials, practices, and references utilized in legal research, presentation and drafting legal documents.
- Basic knowledge of the real estate residential, multifamily law and a genuine interest in law is a plus, but this is an administrative position that does not require legal knowledge to get started.
- Must be motivated to work and learn.

Benefits: Among the benefits of being the Legal Intern at the Authority are:

- The opportunity to understand and appreciate the daily requirements of practicing government, and real estate financing law under the supervision of an attorney.
- Gaining a greater understanding of the internal workings of a governmental authority, and the financing of multifamily, affordable housing projects in Illinois.
- Further refining valuable research and communication skills that can be carried into the future.

Time Commitment: During the summer semester, full time up to 37.5 hours a week are expected. Interns are asked to commit to working full days with a consistent schedule.

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=438827&source=CC2&lang=en_US

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