

**Position Title:** Administrative Coordinator

**Department:** Asset Management

**Join our Team!** At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

**Who we are:** The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

**Summary:** This position is housed within the Asset Management department, which monitors long-term physical, financial, operational, and administrative compliance for IHDA-assisted developments.

This particular position is housed within the following group:

**Asset Operations & Strategy Team:** This team focuses on developing and executing the department's Strategic Plan, overseeing operational process improvements, and analyzing data to inform decision-making. The team collaborates with other teams in the department to support long-term planning, risk management, and strategic initiatives.

The Administrative Coordinator is responsible for providing high-level day-to-day administrative support to the department. In addition, this role is responsible for conducting research, compiling and analyzing data, preparing reports, event planning, project coordination, and evaluating administrative processes to improve efficiency and effectiveness. This position will spend 70% of the time on administrative tasks and 30% on analytical tasks.

**Essential Functions:**

**Administrative Support:**

- Schedule and coordinate meetings, including reserving conference rooms and preparing meeting materials.
- Expense reimbursement (intake, processing, tracking)
- Timekeeping/payroll (intake, processing, notifications, tracking, follow-up, reporting)
- Office supply ordering and inventory management
- Incoming and outgoing mail routing
- Assist in planning and coordinating events, meetings, and department-wide activities.
- Data entry, documentation filing, and correspondence
- Annual review of administrative processes and develop recommendations to improve operations, workflow, and efficiency where necessary.
- Support purchasing and procurement processes, including but not limited to tracking orders, processing invoices, and managing vendor relationships.
- Support project managers with tracking tasks, timelines, and deliverables.
- Maintain project schedules, calendars, and documentation.
- Coordinate project meetings, prepare agendas, and document minutes.

**Coordinator Support:**

- Create surveys to gather data and feedback that inform and support the department's goals and strategic objectives.

- Collect, compile, and analyze data from internal databases.
- Identify trends, patterns, and create detailed reports such as dashboards, data visualizations, or presentations to communicate findings.
- Support the planning, tracking, evaluation, and status reporting of strategic projects.
- Performs other duties and handles other special projects/initiatives as assigned.

### **Education and Experience Requirements:**

#### **Education:**

- High school diploma required, Bachelor's degree preferred. Experience may be substituted for education at the discretion of the Asset Management department.

#### **Experience**

- High school diploma or equivalent required; Associate's or Bachelor's degree preferred.
- Minimum of 2 years of experience providing administrative support or coordination in a professional setting; experience in affordable housing, asset management, or compliance-related work strongly preferred
- Strong organizational and time-management skills, with proven ability to manage multiple deadlines simultaneously.
- Detail-oriented with a high degree of accuracy in data entry, recordkeeping, and communication.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, Teams); and Monday.com
- Excellent written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Typing proficiency will be tested, and results must be deemed satisfactory at the discretion of the Asset Management department.
- *Training:* General office administrative training as directed.

*Physical Requirements:* Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive tasks movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

### **What We Offer:**

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire.
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs.
- Salary range: \$44,729-\$55,911

**Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.**

To apply, submit resume to:

<https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&source=LI&selectedMenuKey=CareerCenter&jobId=505120>

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