

**Position Title:** Executive Intern  
**Department:** Executive

**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.

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.

**Summary:** This Executive Department is comprised of the Executive Leadership Team, which plays a pivotal role in overseeing the administration of the Authority. The team is responsible for high-level decision-making, strategic planning, and ensuring the effective execution of organizational goals. Additionally, the department includes various supporting staff positions that assist in the smooth functioning of day-to-day operations.

This intern will assist the Executive Department by compiling and analyzing information from various sources—including stakeholder feedback and research materials—to help guide policy development. The role may also include other tasks that support executive initiatives.

**Essential Functions**

- Conduct data collection and research on topics such as Permanent Supportive Housing and/or Re-entry Housing for justice-involved individuals.
- Gather and analyze data from IHDA internal files as well as external sources.
- Collect quantitative and qualitative information through customer interviews, research, and other reference materials.
- Provide administrative and project support to the Executive Office as needed.
- Performs other duties assigned

**Experience:**

Graduate student preferred. Prior experience with project coordination and interview facilitation is a plus. Strong administrative and written communication skills are essential. This role requires exceptional attention to detail, a high level of accuracy in work, and the ability to maintain confidentiality when handling sensitive information. Proficiency in Microsoft Office is required.

**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.

### **IHDA's Summer Internship Program Highlights:**

- Paid Internship
- Open to college students (must be an actively enrolled undergraduate or graduate student at the time of applying)
- Full-time hybrid internship program that runs from June – August (typically 10 weeks)
- You will receive on-the-job training from industry experts
- Participate in workshops to gain insight on key departments at the Authority
- Participate in IHDA's Mentorship Program
- Attend outings to connect with fellow interns

**To apply, submit resume to:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101\\_000001&jobId=511859&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=511859&source=CC2&lang=en_US)

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