

Position Title: Compliance Training Intern
Department: Strategic Response Unit (SRU)

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 position is housed within the Strategic Response Unit (SRU), which is actively processing applications for the Court-Based Rental Assistance Program (CBRAP) along with planning future emergency housing support programs post-COVID. The Intern will be assisting the Compliance Team in reviewing applications, performing potential fraud investigations, data analysis of some compliance reports and helping with department training initiatives. Additionally, the Intern will acquire knowledge of the general operations of SRU's Delivery Operations, Data-Reporting and Customer Relations teams.

Responsibilities:

- Prepares, analyzes, and organizes data in Excel, including generating and managing reports.
- Ensures the accuracy and completeness of applicant information and documentation.
- Works closely with team members to identify and resolve discrepancies or issues within the application data.
- Provides support in ensuring compliance with program guidelines and regulatory requirements.
- Assists with research and data entry tasks related to compliance monitoring.
- Supports the development of processes and testing of new software functionalities designed for program application review.
- Communicates with applicants (via email or phone) in both English and Spanish, as needed, to gather missing information or clarify application details.
- Participates in leading / creating team meetings and training sessions to gain further knowledge of government programs and compliance processes.
- Assists with scheduling meetings, preparing meeting agendas, and taking minutes during team or compliance meetings.
- Supports the Compliance Team Leads in various day-to-day operations to ensure smooth and efficient workflows.
- Participates in IHDA and external partner meetings and seminars.

Experience:

Strong proficiency in Microsoft Excel (pivot tables, formulas, data analysis) is required. Analytical thinking and attention to detail are musts. Previous experience or familiarity with government programs or similar regulatory environments is a plus. The following skills are strongly desired: strong written and verbal communication skills; ability to work independently as well as part of a collaborative team; excellent organizational and time-management skills; and the ability to adapt to new software systems and learn quickly. **Bilingual in English and Spanish is preferred.**

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&ccld=19000101_000001&jobId=495609&source=CC2&lang=en_US

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