Position Title: Data and Reporting 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 focused in SRU's Data and Reporting team, supporting program outcome reports and analyses, and Informational Technology Systems maintenance and troubleshooting. Additionally, the Intern will acquire knowledge of the general operations of SRU's Delivery Operations, Compliance and Customer Relations teams.

Responsibilities:

- Facilitates data-sharing with internal/external stakeholders and acts as a liaison between end users, vendors, and other Information Technology Systems functions to coordinate system support solutions.
- Fulfills complex and time-sensitive ad hoc data requests to help IHDA and partners make informed decisions.
- Proactively follows up on previously noted data issues to ensure proper and timely resolution.
- Creates and implements system data-testing protocols.
- Attends team and department meetings.
- Participates in IHDA and external partner meetings and seminars.
- Other duties including but not limited to related special projects requiring data analysis.

Experience:

Academic and/or professional experience in information technology, data analytics, project management, business administration, public administration, or closely related fields desired. The successful intern should possess strong verbal and written communication, critical thinking, and analytical skills. High proficiency with Microsoft Office required. Basic SQL coding/programming ability and report writing capability (such as SSRS and Crystal) for reporting purposes 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&ccId=19000101_000001&jobId=495612&source=CC2&lang=en_US

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