

Position Title: Homeownership Intern
Department: Homeownership

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: Illinois Housing Development Authority (IHDA), one of the Nation's preeminent Housing Finance Agencies, is currently seeking an intern in our Homeownership department. The department provides operational services including process development and executions, risk management and customer support for the department. Responsibilities include processing core business transactions related to single family servicing reporting and remitting during the life cycle of a loan or grant.

Responsibilities:

- Review and evaluate loan service monitoring and reporting related to single family loss mitigation, foreclosure, and property disposition. Make recommendations to improve servicer and portfolio performance.
- Ensure that document production activities are executed timely and accurately and in compliance with custodial procedures.
- Ensure that business transactions and processes meet financial and operational risk management standards. Promote high standards of data quality.
- Additional special projects based on interest/capacity as well as other duties as assigned.
- Support the immediate team as necessary and participate in IHDA meetings, seminars, etc.

Experience:

As a prerequisite, the successful candidate must believe in the core values and mission of the organization. The ideal candidate will demonstrate the following experience, skills, and personal attributes:

- Pursuing BS/BA or MS degree

- Experience with transactions related to single-family finance
- Excellent oral, written, and communication/presentation skills and analytical skills
- An interest in the government sector
- Strong attention to detail; organizational skills and ability to multi-task
- Experience with Microsoft Office Suite; Demonstrate proficiency with MS Excel required

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&cclid=19000101_000001&jobId=495616&source=CC2&lang=en_US

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