

**Position Title:** Multifamily – Design, Construction & Regulatory Compliance (DCRC) Intern  
**Department:** Multifamily

**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:** The Multifamily department is seeking an undergraduate or graduate intern to be a short-term member of the Design, Construction & Regulatory Compliance team. The team is responsible for architectural plan reviews, construction monitoring and inspections, and compliance-related activities.

**Responsibilities:**

The intern, supporting the Design, Construction & Regulatory team, shall assist in a variety of areas, working on tasks as listed below.

**Design Compliance Review**

- Compile and analyze data relative to project design phase milestones.
- Assist in the evaluation of ALTA surveys for physical characteristics which guide building design.
- Assist in the interpretation of geotechnical reports for their impact on site and building design.
- Assist in plan review exercises and coordination of related tasks.
- Review and input historical data into Monday.com.
- Perform other tasks as assigned.

**Construction Compliance Review**

- Participate in periodic site visits in tandem with an IHDA Construction Compliance Coordinator.
- Assist during review of contracts, pay applications, and change orders.
- Review and input historical data into Monday.com.
- Perform other tasks as assigned.

**Regulatory Compliance Review**

- For projects which include modifications to historic structures, assist in the review of documents for submission to the Illinois State Historic Preservation Office.
- Assist in the interpretation of Phase 1 Environmental Site Assessment (ESA) for their impact on site and building design.
- Review and input historical data into Monday.com.

- Perform other tasks as assigned.

**Experience:**

The intern should have an educational background which includes one of the following areas of study: planning, environmental sciences, architecture, engineering, or construction management.

**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=495613&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccld=19000101_000001&jobId=495613&source=CC2&lang=en_US)

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