

**Position Title:** Legislative Affairs 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.

As part of this role, the intern will provide support to the Director of the Legislative Affairs by assisting with daily activities, coordinating tasks, and ensuring efficient communication and workflow. The intern responsibilities involve contributing to the successful management of legislative initiatives and supporting the Director in key administrative and operational functions. Additionally, the intern may collaborate with the Communications department on various projects, contributing to broader organizational goals.

### **Essential Functions**

1. Provide administrative support to the Legislative Affairs Department, ensuring smooth operations and effective management of department tasks.
2. Facilitate communication and coordination with external stakeholders, organizations, and groups to support departmental initiatives.
3. Oversee the organization and coordination of various administrative and operational activities within the department to ensure efficiency and effectiveness.
4. Collaborate with the Communications team on a variety of projects, contributing to the development and execution of communication strategies.
5. Perform other duties as required to support the department's operations and objectives.

**Experience:**

Must be an active college student in good academic standing in an accredited college or university. Must be pursuing a bachelor's or master's degree in urban planning, Public Policy, Administration, Finance, Business or related field. Needs strong abilities to prepare and analyze data. Excellent analytical, technical, research, written, and verbal communication skills. Polished presentation skills. Highly organized, efficient, self-motivated, and detail oriented. Excellent computer skills, including Word, Excel, and PowerPoint.

**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=497628&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=497628&source=CC2&lang=en_US)

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