

IHDA Internship Program

Illinois Housing Development Authority

Management Innovation: Human Resources

HFA Staff Contact

Andrew Field

afield@ihda.org

Since 2007, the Illinois Housing Development Authority (IHDA) has offered a summer internship program within various departments to provide young professionals the opportunity to gain valuable, practical exposure to different programs and a realistic perspective of the workplace. Responsibilities include providing general staff assistance in IHDA departments including accounting, finance, information technology, and programs. The agency seeks candidates who have excellent oral and written communication skills, computer knowledge, and interpersonal skills. IHDA believes that an internship program is an invaluable experience and will assist in creating a pool of the next generation of professionals.

Within the last few years, IHDA's Human Resources Department and the agency's Special Advisor on Equity & Inclusion have collaborated on ways to ensure any student interested in working at IHDA was afforded an opportunity to learn and grow.

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Current Programs

IHDA offers two types of internships; a summer program that runs from June through August and a seasonal program that runs from September through December (if the department sees a need to extend the position). Interested interns must be enrolled as an undergraduate or graduate student at the time of applying for a position, work a maximum of 37.5 hours for the agency, and in return will be paid an hourly rate between \$18 to \$20, depending on their year of school at the time of their application.

IHDA interns attend seminars, an in-house Summer Speaker Series, receive on-the-job training, participate in our mentorship program, and have a chance to participate in Fannie Mae's Future Housing Leaders program.

Targeting Underrepresented Students

Last year, IHDA became a partner in Fannie Mae's Future Housing Leaders program designed to address the gap in workforce diversity by connecting college students from different backgrounds to opportunities with top employers in housing.

The 10-week program is targeted to interns from historically marginalized backgrounds to introduce them to the world of affordable housing and to increase their representation in the field. As an employer partner with Future Housing Leaders, IHDA interns have access to free online housing education which includes industry recognized certifications. Interns gain foundational knowledge of the housing industry, learn skills they can use to excel in any internship, and become familiar with career paths for future decision-making leadership

positions. As a partner, Future Housing Leaders shares our internship positions with students through their diverse pipeline.

In summer 2023, nine of IHDA's interns successfully completed the program and three received industry recognized certifications.

Recruiting Efforts

To ensure a strong talent pool for the 2024 summer internships, Human Resources and the Special Advisor on Equity and Inclusion engaged in a robust marketing campaign in collaboration with IHDA's Communications Department. Included in the campaign was a dedicated webpage for internship positions, targeted outreach to universities, and establishing a social media presence.

When the website launched, in 45 days it received 3,179 views and 2,303 users who initiated actual events on the page. This webpage engagement will be used by IHDA to assess metrics around recruiting efforts to learn and shape best recruiting strategies.

The Human Resources department also utilized Handshake as another tool for recruiting. During the recruitment for summer 2024, the Human Resources department posted to 33 schools located in the state of Illinois and bordering states.

In total, IHDA received 510 applications for the summer 2024 internship program with 46 applicants interviewed for our open positions. Ten bright college students have agreed to come join and learn at IHDA this summer.

Summer Speaker Series

During the 10-week program, the Human Resources department presents a summer speaker series, where every department at IHDA does a 45-minute presentation of what their department does. The purpose of the Summer Speaker Series is for our interns to learn more about the affordable housing industry and how each department fits into the IHDA puzzle to drive our mission forward.

Mentorship Program

Human Resources also created the mentorship program whereby tenured IHDA staff volunteer to act as a mentor for an intern. The Human Resources department felt that not only would interns have their direct supervisor to support them, but a mentor would add another layer of support to offer advice on career and professional development, as well as providing a better understanding on how to understand and adapt to the professional environment.

In conjunction with the Special Advisor on Equity and Inclusion, the mentorship program was reintroduced the summer of 2023 with more structure, defined expectations, and final assessment to collect feedback both interns/mentees and mentors. Overall, 13 mentors were tasked with creating opportunities for mentees to network with staff across IHDA to create a more in-depth and engaging experience for the summer interns.

“My mentor offered me great networking opportunities as I have a lot of professional experience already. I connected with people inside and outside of IHDA thanks to her. She's been very supportive and open, and I hope to continue a professional reference relationship on LinkedIn.”

- Summer 2023 Intern

What Our Interns are Saying

Below are a few testimonials from interns from our 2023 cohort:

“My most favorite part of the internship was getting to know all of the other employees (in my department, outside, and the other interns) and building strong connections. Kate was an awesome supervisor, she is incredibly kind, patient and I really gained a lot from shadowing her for the past couple of months. I honestly can't think of anything negative to say!”

“I loved seeing the variety of approaches IHDA takes to support programs, work with other organizations, and funds their own initiatives.”

“I enjoyed working with other people in my department on projects as well as the lunch and learn series where we learned about all the various IHDA departments.”

Over the years, IHDA has had some amazing students that have returned year-after-year and some who have transitioned to permanent employees. Out of the 14 interns that participated in summer 2023, IHDA hired three back as full-time and part-time employees. The Human Resources department created a video as part of the marketing campaign with past interns turned full-time employees, and the programs organizer to share their views on the benefits of internship program.

As for this coming summer, IHDA received 510 applications for the summer 2024 internship program with 46 applicants interviewed for our open positions. Ten bright college students have agreed to come join and learn at IHDA this summer.

IHDA is proud of our internship program as we not only help the next generation learn about financing the creation and preservation of affordable housing but have also brought several on as full-time employees and changed lives.

LOOKING TO CREATE YOUR OWN FUTURE?

Apply for IHDA's PAID internship program!

If you are interested in healthy communities and ensuring all Illinois residents have a safe and affordable place to call home, the Illinois Housing Development Authority (IHDA) is a great fit for you! Through our paid internship program, you will:

- ✓ **Get on-the-job training and mentoring from industry experts.**
- ✓ **Gain insights on key IHDA departments at Lunch & Learn sessions.**
- ✓ **Attend networking events.**
- ✓ **Access educational opportunities through Fannie Mae's Future Housing Leaders program.**



"I would highly recommend this program to other students because of the wide variety of areas one can gain experience in, plus the community IHDA has developed is very open, friendly, and supportive."

– SUMMER 2023 INTERN

PROGRAM DETAILS AND REQUIREMENTS

- Students majoring in the following areas are encouraged to apply:
 - Finance/Accounting
 - Law
 - Urban Planning
 - Sociology
 - Geography
 - Human Resources
 - Political Science
- Internship is a full-time, paid, 10-week program from June to August.
- Internship is located in downtown Chicago.
- Must be enrolled as an undergraduate or graduate student at the time of application.
- **Scan the QR code to apply** or visit www.ihda.org/about-ihda/2024-interships/.



For more information, contact IHDA's Human Resources Business Partner, Samarra Exum, at SExum@IHDA.org.

Established in 1967, IHDA connects people with financing programs for their homes. Some say we're a bank with a public mission – to finance the creation and preservation of affordable housing in Illinois. IHDA has provided more than \$20 billion to finance more than a quarter million affordable homes across our state.

IHDA does not discriminate, and will not tolerate discrimination, on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, age, or disability as those terms are defined under applicable law.


**ILLINOIS HOUSING
DEVELOPMENT AUTHORITY**

IHDA.org

IHDA Internship Recruitment Video



IHDA Internship Program | Working at IHDA

42 views · 3 months ago

 Illinois Housing Development Authority

Learn about IHDA's internship program and hear about the experiences past interns have had during the IHDA internship ...

CC

<https://www.youtube.com/watch?v=uQQss8TKH8w>

Mentor Program

Mentor Expectations

Meetings & Communication

To keep mentees engaged and to ensure an enriching experience:

- Establish with your mentee a meeting schedule over the 10-week internship
- Must meet 10 times (roughly once per week)
- 50% of the meetings must be face-to-face

Networking/Connections

Make at least 2 tangible connections/introductions between the mentee and:

- other IHDA staff
- members of the wider HFA community
- within an educational institution

Workforce preparation & Advocacy

Offer to review the mentee's resume or conduct a mock interview to support their progress into their career track.

Role Model

Always set a good example that exude a strong work ethic, values and professionalism.

Availability

Communicate openly and often with your mentee. Share with them your availability and communication preference outside of the required meetings.

Support/Participation

Plan to attend all IHDA sponsored events for mentors and their mentee.

Advice/feedback

Give advice when asked but understand that mentees may not always follow it.

Build trust

Through effective listening and mutual exchanges, build trust with your mentee. This can help develop an ongoing relationship.

Remain socially and culturally aware and responsive

Understand that your mentee may bring life experiences to the mentorship different from your own and be respectful of those.



Illinois Housing Development Authority
Mentorship Program

Mentee Expectations	
Meetings/Communication	Be sure to establish a meeting schedule with your mentor for the entire summer within the first week of the program: <ul style="list-style-type: none"> • Must meet 10 times (roughly once per week) • 50% of the meetings must be face-to-face
Come prepared to meetings with mentors	Have some discussion topics in mind each time you meet with your mentor. Take the initiative in requesting help/advice.
Availability	Communicate openly and often with your mentor. Share with them your availability and communication preference outside of the required meetings.
Set goals	Be clear on what it is you want to gain from your mentor and the overall experience (career or education advice, resume help, interviewing skills, etc.)
Be open and practice active listening	Be willing to learn from your mentor and listen to and consider any advice shared.
Be professional	Always show up to meetings on time, communicate effectively and display the appropriate level of professionalism as required.
Participation	Plan to attend all IHDA sponsored events.
Remain socially and culturally aware and responsive	Understand that your mentor may bring life experiences to the mentorship different from your own and be respectful of those.