

Position: 2021 Summer Affordable Housing Internship

Location: Remote work from home position

Compensation: \$17 per hour

Timeframe: This a full-time 10 week paid summer internship. Start and end dates are flexible.

Organization Description:

The Illinois Housing Council (IHC) is a state-wide nonprofit membership association created to promote the stabilization of communities through the production and preservation of affordable housing. IHC advances its mission through education, information and constructive relationships with state, local and federal officials. Our membership includes over 250 organizations representing over 2,000 individuals active in affordable housing development, including owners, property managers, financial institutions, investors, builders, subcontractors, local government, accountants, civic organizations, market analysts and consultants. IHC organizes educational and networking events for our members throughout the year including the [Illinois Affordable Housing Forum](#). Learn more about our organization at www.ilhousing.org

Position Description:

The Policy Intern will work directly with the Executive Director and Manager of Programs and Membership to support various affordable housing related projects at IHC. The intern will be responsible for updating the content for IHC's current communications materials and conducting research related to IHC's goals around advancing racial equity in the affordable housing development field. Specific responsibilities include:

Communications:

- Research affordable housing developments and draft content for updated IHC case studies. Interview member owners, gather information on economic impact of developments
- Develop informational materials and fact sheets on current issues in affordable housing
- Contribute to content development for IHC newsletter including summarizing policy updates, gathering event information and relevant resources
- Work with Manager of Programs and Membership to gather content for 20th anniversary video

Racial Equity Research:

- Conduct inventory of existing IHC membership base that is minority-owned/led and has certification through Chicago M/WBE Program or Illinois Business Enterprise Program for Minorities, Females and Persons with Disabilities
- Research barriers to city and state certification programs in the affordable housing/development field to inform potential policy recommendations by IHC
- Gather information on existing capacity building/training programs for affordable housing in Illinois to inform how IHC can fill programming gaps
- Consult with other state housing associations to understand targeted membership programs for MWBE subcontractors and professional service firms to see if IHC can replicate

Membership and Events

- Assist in preparations for IHC events including webinars and Annual Golf outing
- Contribute to planning efforts for Emerging Leaders Network
- Assist in other day to day operations of IHC

Qualifications:

- Bachelor's Degree in Urban Planning, Political Science, Business or a related field
- Strong research, writing and synthesis skills
- Proficiency with Microsoft Office; Experience with Word Press and InDesign preferred
- Ability to work independently and comfortable working as a member of a small team
- Basic knowledge of current issues in affordable housing preferred
- Interest in a career in affordable housing

Application Submittal:

Interested applicants should submit their resume and cover letter to Mackenzie Drosd at mdrosd@ilhousing.org