

The Housing and Community Development Authority is accepting resumes for a Summer Intern position

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Lauren Perry at [LaPerry@ihcda.in.gov](mailto:LaPerry@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 601106 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and applications are being accepted February 10, 2016

Please see next page for job description.

## Job Description

Agency: Indiana Housing and Community Development Authority

Job Title: Summer Intern—Individual Development Accounts

Reports To: Director of Community Programs

Effective Date: May 2016

**Summary:** Summer interns are exposed to a variety of agency activities and typically have a focus area in which they are assigned. Interns complete specific projects and tasks within that focus area, as well as assist with general office work such as responding to customer and constituent inquiries, meeting preparations, research, etc.

The Individual Development Accounts intern serves as part of the Community Programs team, which administers programs related to energy assistance, weatherization, and homeownership counseling for low income and vulnerable populations. The Individual Development Accounts (IDAs) are structured matched savings programs that are available to qualified Hoosiers interested in improving their financial literacy and savings habits.

Specific projects for the Individual Development Accounts intern include:

- Partner with Marketing Department to develop marketing materials for program administrators.
- Facilitate account transitions to new data management system.
- Work with administrators on developing a volunteer recruitment system.
- Assist administrators with creating community partnerships that will enhance participant recruiting.
- Work with Research and Development department on mechanisms to track long term IDA impact.
- Develop and assist with updating/streamlining IDA forms for sub-grantees and administrators.

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