

The Housing and Community Development Authority is accepting resumes for a Governor 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 Carmen Files at [CFiles@IHCDA.in.gov](mailto:CFiles@IHCDA.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594281 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 17, 2015

Please see next page for job description.

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## **JOB DESCRIPTION FOR LEGAL/LEGISLATIVE INTERN**

**PCN 10058391 Req 594281**

### **CORE LEGAL PROJECT**

- **Procurement Activity.** Intern will be responsible for procuring a consultant to conduct research on the impacts of the 2008 disasters on affected housing markets and the need for new housing in those markets where IHCDA funded developments. This research project may span 82 of Indian's 92 counties.
  - The intern will conduct research in order to identify qualified entities throughout the state to which the request for proposals can be submitted.
  - The intern will prepare the request for proposals and develop selection criteria which will be used to select the applicants.

### **LEGISLATIVE PROJECTS**

- Intern will help represent IHCDA in a multi-state initiative designed to promote affordable housing. Specifically intern will write an article on an affordable housing project funded through IHCDA's Real Estate Department. The intern will meet with members of the IHCDA Real Estate Department in order to determine which project should be highlighted. This article will appear in the Midwest Housing Finance Collaborative brochure. This brochure is produced annually and provides an overview of affordable housing developments within the Midwest region.
- Intern will assist in updating marketing documents for elected officials, such as IHCDA's Statewide Economic impact statement.
- Intern will assist with the planning and execution of statewide housing conference.

### **ANCILLARY PROJECTS**

- **Processing Payoffs.** Intern will be involved in processing lien and mortgage payoffs.
  - Project will provide intern with experience gathering documentation needed to calculate payoffs for the IHCDA;
  - Preparing and sending out payoff letters; and
  - Preparing documents used to release mortgages.
- **Completing Subordination Agreements.** Intern will request information from banks needed to complete subordination form.
- **Assisting with Foreclosure Responses.** Intern will assist in processing foreclosures.
- **Amendments.** Intern will revise documents and e-mail revised documents to partners.
- Intern may perform other similar projects as assigned.