The Housing and Community Development Authority is accepting resumes for a Summer Intern position – Housing Choice Voucher Program

To be considered for this position, applicants must:

E-mail a resume and cover letter to Greg Stocking GStocking@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 606254 via the state’s job bank at 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 24, 2017

Please see next page for job description.
Summer Intern Job Description

Agency: Indiana Housing and Community Development Authority (IHCDA)

Job Title: Summer Intern—Community Programs—Housing Choice Voucher Program

Reports To: Housing Choice Voucher Manager

Effective Date: May 2017

**Summary:** The Housing Choice Voucher intern serves as part of the Community Programs Department. Housing Choice Voucher (HCV) funding received from the U.S. Department of Housing and Urban Development (HUD) provides rental assistance to over 4800 families within IHCDA’s jurisdiction. Please visit [http://in.gov/ihcda/2333.htm](http://in.gov/ihcda/2333.htm) for additional information on the HCV program.

Specific projects for the Housing Choice Voucher Summer Intern include:

- Establish relationships with groups and associations that represent landlords in Indiana.
- Design and implement a system for recruitment and retention of landlords holding housing stock of high quality for participation in the HCV program.
- Assess barriers to the program experienced by persons with Limited English Proficiency (LEP).
- Identify community partners to assist IHCDA in making affirmative steps to communicate with LEP persons.
- Advise local agencies in conducing landlord and LEP outreach efforts in their communities.

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 with in that focus area, as well as assist with general office work such as responding to customer and constituent inquiries, meeting preparations, research, etc.