

## **Executive Intern**

Assist with daily activity with IHDA Legislative Liaison.

Will be required to complete a special project determined by the Spring Legislative session of 2022

### **Responsibilities:**

- Administrative support to the Legislative Department
- Various communications with outside groups
- Coordinate other administrative and operational activities in the department
- Other duties that may be needed within the department

### **Experience:**

High school diploma or equivalent. Excellent administrative and communications skills. This position places heavy emphasis on attention to detail, communication, coordination, quality of work performance and confidentiality. Microsoft Office skills required. Familiarity with database and loan origination systems is preferred.

To apply, submit resume to:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101\\_000001&jobid=419296&source=CC2&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobid=419296&source=CC2&lang=en_US)

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