

Legal Intern

The Legal Intern will provide support to Illinois Housing Development Authority's in-house legal team and internal clients. It is envisioned that the legal intern will complete at least one large project during the course of a summer, while gaining exposure to several legal areas related to the financing of affordable housing. The Legal Intern will be responsible for assisting a variety of tasks typical in a governmental, real estate financing legal department, including, but not limited to:

Responsibilities:

Reviewing, organizing and possibly revising the Legal Department's library of form loan documents, regulatory agreements, certificates, and other records associated with the various funding programs the Authority administers.

Reviewing existing regulatory agreements, cross-checking them against the program requirements and ensuring continued compliance with numerous state statutory requirements and regulations, as well as an increasing number of federal regulatory requirements.

Participating in the areas of records and information management – the Legal Intern will work with our Record Retention attorney and staff to transfer existing files, records and documents into a new data and document management infrastructure.

Researching specific legal issues, mostly in real estate and finance law best practices and reporting those findings.

Working with the Authority's attorneys and paralegals to assist in pending matters as they arise.

Experience:

- Be able to understand and grasp ideas quickly and follow instructions with initiative and exercise good judgement.
- Be able to pay attention to detail.
- Have the ability to read, interpret and apply technical materials encountered as a result of work assignments.
- Good communication skills, with very strong research and the ability to communicate clearly and concisely, both orally and in writing.
- Basic knowledge of principles, methods, materials, practices, and references utilized in legal research, presentation and drafting legal documents.
- Basic knowledge of the real estate residential, multifamily law and a genuine interest in law is a plus, but this is an administrative position that does not require legal knowledge to get started.

- Must be motivated to work and learn.

Benefits:

Among the benefits of being the Legal Intern at the Authority are:

- The opportunity to understand and appreciate the daily requirements of practicing government, and real estate financing law under the supervision of an attorney.
- Gaining a greater understanding of the internal workings of a governmental authority, and the financing of multifamily, affordable housing projects in Illinois.
- Further refining valuable research and communication skills that can be carried into the future.

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=419304&source=CC2&lang=en_US

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