

# WillCounty

## Summer Internship Program

<b>Organization Name</b>	Housing Authority of Joliet
<b>Industry</b>	Affordable Housing
<b>Internship Title</b>	Summer Intern
<b>Hours per Week</b>	30
<b>Rate of Pay</b>	\$17.00
<b>Start/End Dates</b>	June 3, 2024 - August 2, 2024

### About Company

Housing Authority of Joliet provides affordable housing to the greater Will County community in the form of Housing Choice Vouchers, as well as affordable housing developments.

### Position Description

Position Summary: The Summer Intern will rotate departments to understand public housing authority operations and learn about regulatory compliance of the HAJ and with HUD and daily operational processes.

#### Essential Functions:

- HCV Department: Goal is to understand what rental subsidy means and how this important program helps the community.
  - o Learn and assist with the moving process for current participants
  - o Unit set up in Yardi
  - o Lease up in Yardi
  - o Research portability billing discrepancies
  - o Collecting documents to send to other PHAs to request funds
  - o Introduction to calculation of rent for families
- LIHTC Department: Goal is to understand Low-Income Housing Tax Credit and its different subsidy layers as well as management of a development.
  - o Learn difference between market rate and affordable housing
  - o Assist Asset Manager with phone calls from residents
  - o Deliver notices
  - o Assist with unit inspections
  - o Learn what to look for in unit turns
  - o Showing available units
  - o Track work-orders from residents to confirm completion
  - o Introduction to tenant ledgers
- Finance Department: Goal is to understand how all departments flow to Finance, payouts and receivables.
  - o Obtain general understanding of financial statements
  - o Gain familiarity with accounts payable process
  - o Learn about bank reconciliations
  - o Review general ledger activities for accuracy
- Learns principles of records and file management

- Knowledge of intermediate mathematical calculations
- Learns basic rules and regulations of the HCV Program, HUD, LIHTC
- Learns basic legal processes and their relationship to HAJ policy
- Perform other duties as assigned

Success factors/job competencies:

- Computer proficiency with Microsoft Office Suite products and a variety of other software applications
- Good customer service skills
- Willingness to learn
- Able to multitask
- Commitment to company values

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Work environment: The noise level in the work environment is usually moderate. Attire is business casual

Qualifications Required:

- Must be a Junior, Senior as of Fall, 2024 or have graduated, spring 2024 of from Joliet Township High School (JTHS)
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

### **Knowledge, Skills, Abilities/Interests Desired**

Must understand intermediate math  
 Friendly and outgoing  
 Customer Service focused  
 Desire to learn new things

### **Physical Demand of Position**

Work will be primarily in an office setting

### **Documents Required**

Cover Letter

Transcripts

References

Driver's License

### **Business Contact**

Christopher Jones

### **Title**

HR Consultant

### **Contact Number**

(815) 823-8391

### **E-mail**

hr@hajoliet.org