



INTERNSHIP OPPORTUNITY

POSITION TITLE:	MHA INTERNSHIP PROGRAM
DEPARTMENT (S):	Communications, Information Technology, Resident Services, and Accounting/Procurement Intern
SALARY:	\$19.00/hourly
DATE POSTED:	05/04/2026
CLOSING DATE:	05/22/2026
FLSA CLASS:	Non-Exempt

Undergraduate Students

- Enrolled full time in a four-year degree program
- Completed at least one year of college coursework

Graduate Students

- Currently enrolled in a graduate program or
- Graduating seniors accepted and pre-registered for a graduate program

All Applicants Must:

- Have a minimum cumulative GPA of 2.5 (official transcript required)
- Be 18 years of age or older
- Have a valid Social Security number (U.S. citizens)
- Hold a current visa authorizing stipends or an educational visa (non-U.S. citizens)

Internship Experience

Each intern is matched with a staff mentor based on academic and career interests. Interns work on a meaningful project collaboratively with their mentor.

Communications

- Assist with internal and external communications
- Prepare flyers, newsletters, announcements, and outreach materials
- Support public engagement and special events

Information Technology

- Provide basic technical support to staff
- Assist with software updates, troubleshooting, and equipment setup
- Support technology improvement projects

Resident Services

- Assist with resident programs, workshops, and community outreach

- Provide customer service support
- Help maintain program records and reports

Accounting/Procurement

- Assist with invoice processing and filing
- Help organize purchasing records and vendor files
- Support procurement and administrative projects

Program conclusion requirements:

Written report submitted to the President/CEO

Oral presentation of internship experience

Written report shared with the intern's mentor

What Interns Will Gain

- Hands-on professional experience
- Exposure to public housing operations
- Mentorship from experienced staff
- Stronger communication, technical, and administrative skills
- Networking and career development opportunities

Compensation

- \$19.00 per hour
- 29-hour a week program
- Compensation subject to funding availability

Housing & Transportation

Interns are responsible for their own housing, meals, and transportation.

How to Apply

Submit the following materials through the online application portal by clicking on the link below:

- Completed application form
- Official college transcript
- Two faculty letters of reference
- One-page essay outlining experience and career/research interests
- ***Graduate applicants only: Proof of continuing education (registration and acceptance letter)***

[Click Here to Apply](#)

The Montgomery Housing Authority is an equal opportunity employer.