



## INTERNSHIP OPPORTUNITY

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| <b>POSITION TITLE:</b> | <b>MHA INTERNSHIP PROGRAM</b>                                                                |
| <b>DEPARTMENT (S):</b> | Communications, Information Technology, Resident Services, and Accounting/Procurement Intern |
| <b>SALARY:</b>         | \$19.00/hourly                                                                               |
| <b>DATE POSTED:</b>    | 08/14/2026                                                                                   |
| <b>CLOSING DATE:</b>   | 08/28/2026                                                                                   |
| <b>FLSA CLASS:</b>     | Non-Exempt                                                                                   |

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### **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

### **Human Resources**

- Assist with recruitment and onboarding activities
- Prepare training materials, job postings, and general HR documents
- Support employee engagement events and administrative tasks

### **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.***