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Summer 2026 Impact Interns Position Description

Organization Information

Organization Name: Housing Opportunities Commission of Montgomery County
Address: 10400 Detrick Avenue Kensington, MD 20895
Organization Website: hocmc.org
Organization Description: The Housing Opportunities Commission of Montgomery County (HOC) was established in 1974 to better respond to the County's need for affordable housing. HOC is authorized to acquire, own, lease, and operate housing; to provide for the construction or renovation of housing; obtain financial assistance from any public or private source to assist its housing activities; and arrange for social services, resident services, and daycare.

Position Logistics

Intern Preference: No preference
Start and End Date: About a two-month duration, May- Aug
Hours per Week: 20-40 hours per week
Number of Weeks: 8-12 weeks.
Expected Daily Hours: 4-8 hours a day. Preferably eight if they are not in a class session.
Important Availability Dates: N/A
Location: Hybrid of in-person and remote work

- 2 in-person days each week
- In-person address: 1328 Fenwick Lane Silver Spring, MD 20910

Position Information

Core Technical Skill Set:

- Communications - includes writing, copy editing, and public speaking
- Advocacy - includes legislative monitoring, grassroots organizing, community engagement, and awareness campaigns

General Duties and Responsibilities:

- Researching and drafting a memo analyzing how other local jurisdictions manage a particular policy or operational challenge.

- Working with operational divisions to assess the potential impact of a proposed legislative or regulatory change.
- Assisting in the planning and execution of a policy roundtable with HOC and other housing agencies to share information and best practices.
- Attending an informational hearing or webinar and reporting to the team.
- Analyzing how funding streams and programs are implemented to look for opportunities to remove policy barriers or add additional resources.
- Maintaining a database of active legislation that may affect HOC and updating it as it moves through the legislative process.
- Tracking key legislative and regulatory dates such as public hearings, comment deadlines, and committee sessions and helping to ensure that HOC's views are heard as appropriate.
- Perform related and other duties as assigned.

Specific Deliverable(s):

- The Intern will help track and analyze local, state and federal legislation and regulations that might impact HOC; research new policy ideas, national best practices, and trends in housing policy; and assist in developing charts, slides, fact sheets, memorandum and letters to support HOC's internal policy making process and external legislative advocacy.
- In addition to assisting with the daily work of the LGA team, over the course of the internship, the intern will be expected to complete an independent research project on a topic related to affordable housing, chosen by the intern in consultation with the LGA team.

Required Qualifications:

- Currently pursuing a degree in a related field or a recent graduate
- Strong communication and analytical skills
- Ability to work independently and collaboratively in a team environment.

Preferences:

- Able to work closely with multiple stakeholders
- Ability to perform other related duties as assigned

Physical Demands of Position: N/A