

About Montgomery Planning

The Montgomery County Planning Department, part of The Maryland-National Capital Park and Planning Commission, aims to improve quality of life by conserving and enhancing the natural and built environment for current and future generations.

The Planning Department creates great communities by developing master plans, reviewing applications for development and analyzing various types of information to help public officials plan for Montgomery County's future. The Department comprises about 150 staff members and provides recommendations, information, analysis and services to the Montgomery County Planning Board, the County Council, the County Executive, other government agencies and the public.

Visit www.montgomeryplanning.org.



Contact



For more information on the
INTERNSHIP PROGRAM

Contact our Human Resources Team at
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www.montgomeryplanning.org



2425 Reedie Drive, 14th floor
Wheaton, MD 20902



JOIN OUR SUMMER INTERNSHIP PROGRAM

MontgomeryPlanning.org/careers

Internship Program

The **Montgomery County Planning Department's Internship Program** is designed to provide job training to qualified college students who anticipate careers in the planning environment. Interns will be assigned to work with the Montgomery County Planning Department, part of The Maryland-National Capital Park and Planning Commission (M-NCPPC) located in Downtown Wheaton. Internships will be available for the summer. Interns will normally be required to work 37.5 hours per week and will be compensated.

The Montgomery County Planning Department has a wide variety of opportunities that will provide students with a realistic work experience. Selected students will have the opportunity to work with professionals in their respective disciplines. Montgomery County Planning is seeking students pursuing degrees or disciplines in the following areas:

- Regional and Community Planning
- Landscape Architecture
- Urban Design/Studies
- Geography/Geographic Information Systems
- Historic Preservation
- Environmental Planning/Science
- Public Policy
- Communications/Public Relations
- Human Resources



Student Eligibility

Students must meet the following criteria:

- Have at least a sophomore class standing and be enrolled in a higher education program at the undergraduate level.
- Have at least a 2.5 GPA (on a 4.0 scale).
- Person(s) hired for this position must provide proof of being fully vaccinated for COVID-19 (with limited religious or medical exceptions).

Additional Selection Criteria

- Strong writing skills
- Effective interpersonal skills
- Familiarity and/or experience with computers
- Applicable work or volunteer experience
- Leadership
- References from past supervisors and/or professors
- Self-motivation; ability to work well with minimal supervision

Program Dates

Summer internships will run from the end of May through August.

Application Instructions

Students must submit:

- M-NCPPC employment application.
- College transcript. An unofficial transcript is acceptable.
- Personal statement, at least one page long, indicating goals and aspirations that may be enhanced by participation in the program.

Note: To receive college credit, students will need to meet their respective school's guidelines on participation hours.

Deadline

Applications will be accepted on a rolling basis until all positions are filled.

