



1220 19th Street NW
Suite 720
Washington, DC 20036
(202) 589-1923

HPC is seeking a **Summer Intern/Research Assistant** to work at our Washington, D.C. office. This is an excellent opportunity to gain exposure and build business acumen.

The Housing Policy Council (HPC) is a nonpartisan trade association representing the nation's leading participants in the housing finance market. The Summer Intern/Research Assistant will assist the HPC staff with a variety of projects pertaining to mortgage policy, capital markets, membership, events management, government relations and administration. In conjunction with HPC staff, the intern will:

- Utilize mortgage databases to analyze data and generate reports on the mortgage market's structure, size, and performance
- Provide research assistance in the drafting of internal memos, research papers, and comment letters on pending regulations
- Attend and report on Congressional hearings
- Assist with logistics for HPC's Annual Meeting

Required qualifications for this position include:

Education:

- Must be a rising sophomore, junior or senior in a bachelor's program at an accredited academic institution. Economics majors preferred.

Knowledge, Skills and Abilities:

- Strong organizational skills.
- Takes initiative and problem-solves.
- Ability to follow-through on projects and to operate within deadlines.
- A strong desire to learn and to work hard.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint).

The schedule for this position is 24-32 hours per week. This internship is expected to begin in May 2024 and last up to three months. The Summer Intern/Research Assistant will work at HPC's Washington D.C. office three designated days per week. There will also be an option to telework one designated day per week.

To apply, please submit a resume and cover letter to recruiter@housingpolycouncil.org
The deadline to apply is April 5th.

Pay rate for this position is \$20 per hour.

About HPC:

HPC is a nonpartisan trade association representing the nation's leading participants in the housing finance market. Our members include national and regional banks, non-bank mortgage lenders and servicers, mortgage insurance companies, settlement service providers, and data and technology firms. HPC believes a competitive marketplace, operating with regulatory consistency and market transparency, is the path to financial stability and sustainable lending practices. Our interest is in the safety and soundness of that system, the equitable and consistent regulatory treatment of all market participants, and the promotion of lending practices that create sustainable home ownership opportunities leading to long-term wealth-building and community-building for families. Members of HPC are committed to working together and with all other stakeholders to realize a housing finance system that expands opportunity, improves the customer experience, improves efficiency, reduces uncertainty, and operates safely and soundly.

HPC is an Equal Opportunity Employer