

Municipal Internship Program - Administrator Stream

Are you up for the challenge?

We're looking for thinkers, builders, and change-makers. Our **paid** internships are for people who dream big, seek purpose, value collaboration, and like to build community. In return, you will receive a competitive salary, benefits, and financial support for professional development.

The Alberta Municipal Internship Program is seeking new and recent post-secondary graduates for 18-month paid internships to experience work in municipal government. As an Administrator intern, you will receive unparalleled formal training, coaching and mentorship designed to give you the knowledge, skills and experience to become a future public service leader.

Who You Are and What You'll Do

Interns are change-makers, problem-solvers, and leaders in their organizations and communities. As an intern, you will learn from and work with great people and great communities doing work that makes you proud every day is impactful. The Municipal Internship Program offers the chance for you to make a positive contribution in the organization and community.

Throughout the internship, interns in the Administrator stream will learn how municipalities operate and are managed. Administrator interns will gain experience by completing rotations through each department in the host municipality and taking on various job tasks and projects in each department.

Responsibilities and activities in this role include but are not limited to:

- participating in management team meetings
- presenting to council and/or committees
- developing bylaws and policies
- leading and managing projects
- solving problems that affect the community and;
- job shadowing different professionals in the host organizations.

What You'll Need to Succeed

Candidates should have an interest in exploring a career in local government and/or the public sector. We seek individuals who have a desire to learn about municipalities and communities and who are interested in becoming leaders in their communities.

Attributes of successful candidates include:

- Motivated and self-directed learners who take initiative
- Creative and innovative problem solvers
- Effective communicators with experience working with community groups or involvement with volunteer community organizations

What We Can Offer You

The Alberta Municipal Internship Program provides a gateway to the world of careers in municipal government. Interns in the program will:

- be supported by senior managers and leaders who will coach, mentor, and guide you as a new professional
- gain extensive knowledge of municipal administration, operations, and policy
- participate in a wide variety of municipal activities to develop their management skills
- have access to an extensive network of professionals in the municipal field
- receive a competitive salary, benefits, and financial support for professional development

Who Can Apply

The Administrator stream of the Municipal Internship Program is open to applicants who meet the following criteria:

- a graduate of a post-secondary degree or diploma program in any discipline completed between January 1, 2022, and April 30, 2024
- eligible to work in Canada
- willing to relocate to the host municipality or a community within commuting distance of the host municipality

How Do I Apply

To find out more about the program and apply, go to <https://www.alberta.ca/municipal-internship-program.aspx>. Do not use your post-secondary job board to apply.

Applicants have the option of applying only to the municipalities where they wish to work/live.

Applications are due **by noon Mountain Standard Time (MST) on February 19, 2024**. Applications will not be accepted after this time.

Municipal Internship Program - Accounting/Finance Stream

Are you up for the challenge?

We're looking for thinkers, builders, and change-makers. Our **paid** internships are for people who dream big, seek purpose, value collaboration, and like to build community. In return, you will receive a competitive salary, benefits, and financial support for professional development.

The Alberta Municipal Internship Program is seeking new and recent post-secondary graduates for 18-month paid internships to experience work in municipal government. As a Finance Officer intern, you will receive unparalleled formal training, coaching and mentorship designed to give you the knowledge, skills, and experience to become a future public service leader.

Who You Are and What You'll Do

Interns are change-makers, problem-solvers, and leaders in their organizations and communities. As an intern, you will learn from and work with great people and great communities doing work that is impactful. The Municipal Internship Program offers the chance for you to make a positive contribution in the organization and community.

Throughout the internship, interns in the finance officer stream will learn about municipal accounting and finance through the full accounting cycle – from budget to taxation to year-end and audit preparation. Interns will also get an opportunity to complete short rotations through key departments within the municipality to understand how they operate.

Responsibilities and activities in this role include, but are not limited to:

- budget forecasting
- participating in budget discussions with council and management
- preparing payroll
- processing accounts payable and accounts receivable
- producing financial reports
- preparing for borrowing
- preparing financial records for audit and supporting procurement initiatives

What You'll Need to Succeed

Candidates should have an interest in exploring a career in local government and/or the public sector. We seek individuals who have a desire to learn about municipalities and communities and who are interested in becoming leaders in their communities. Attributes of successful candidates include:

- Motivated and self-directed learners who take initiative
- Creative and innovative problem solvers
- Analytical and able to understand complex financial matters
- Effective communicators with experience working with community groups or involvement with volunteer community organizations

What We Can Offer You

The Alberta Municipal Internship Program provides a gateway to the world of careers in municipal government. Interns in the program will:

- be supported by senior managers and leaders who will coach, mentor, and guide you as a new professional
- gain extensive knowledge of municipal administration, operations, and policy
- participate in a wide variety of municipal activities to develop their management skills
- have access to an extensive network of professionals in the municipal field
- receive a competitive salary, benefits, and financial support for professional development

Graduates wishing to pursue their Chartered Professional Accountant (CPA) designation are encouraged to apply, as host municipalities can support interns to achieve the designation through the Experience Verification Route.

Who Can Apply

The accounting/finance stream of the Municipal Internship Program is open to all applicants who meet the following criteria:

- a graduate of a post-secondary accounting or finance degree or diploma program completed between January 1, 2022, and April 30, 2024
- eligible to work in Canada
- willing to relocate to the host municipality or a community within commuting distance of the host municipality

How Do I Apply

To find out more about the program and apply, go to <https://www.alberta.ca/municipal-internship-program.aspx>. Do not use your post-secondary job board to apply.

Applicants have the option of applying only to the municipalities where they wish to work/live.

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