

# Change makers

# WANTED: Problem solvers

# Leaders

## What This Is About

Discover the world of opportunities available to you through the Alberta Municipal Internship Program. Whether you participate in the program through the management, accounting or planning streams, you will receive unparalleled formal training designed to give you the knowledge and experience to become a future leader.

The Alberta Municipal Internship Program was designed to introduce new and recent graduates to careers in local government in Alberta offering a challenging and rewarding experience. During the internship, interns will gain valuable knowledge and experience and develop skills and competencies in municipal administration/management through a combination of hands-on work experience, learning, mentoring and professional development.

For the 2018/19 program, the Municipal Internship Program has five (5) full-time, paid intern positions in the administration/management stream of the program. Municipalities hosting interns in the administration/management stream for 2018/19 are: County of St. Paul, County of Wetaskiwin, Municipal District of Smoky River, Town of Beaumont and Town of Magrath.

## 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 everyday. The Municipal Internship Program offers the chance for you to make a real positive impact in the organization and community.

Throughout the internship, interns in the administration/management 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 takes 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 local government. Interns in the program will be supported by senior managers and leaders who will coach, mentor and guide you as a new professional in municipal government. Interns will gain extensive knowledge of municipal management, finance and policy and will participate in a wide variety of municipal activities to develop their management skills. Interns also have access to an extensive network of professionals in the municipal field and receive a salary, benefits and training allowance.

## Who Can Apply

The administration/management stream of the Municipal Internship Program is open to all graduates of a post-secondary degree or diploma program completed between January 1, 2016 and May 31, 2018 who meet the following criteria:

- Applicants must be eligible to work in Canada
- Applicants must be willing to relocate to the host municipality or a community within commuting distance of the host municipality

## How Do I Apply

Find out more about the program and apply at [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship). Applicants have the option of applying only to the municipalities that they wish to work/live. Applications are due at 12:00PM MST on January 31, 2018.