

Internships in Municipal Government

Discover how you can start a career in municipal field

Work in municipal government

Municipal governments tackle the day-to-day issues that have an impact on citizens in the community. Municipalities in Alberta employ over 46,000 professionals and tradespeople to provide everyday services like drinking water, fire protection, maintain roads, waste disposal while shaping the future of communities through planning and policy.

Diverse career field



Municipal government is a dynamic career field with diverse career options. Graduates from a variety of educational backgrounds are important to the success of municipal

governments given the wide range of responsibilities and roles in this field.



Some of the entry-level roles for new or recent graduates include:

- policy analyst
- accountant
- projects coordinator
- legislative clerk
- planner I
- finance officer
- economic development officer
- engineering technologist
- grant writer
- budget analyst
- events coordinator
- business analyst
- tax clerk
- development officer
- communications officer
- utility operator
- operations assistant

The Municipal Internship Program

The Alberta Municipal Internship Program introduces new and recent post-secondary graduates to careers in local governments across Alberta. Our paid internship offers interns the opportunity to explore career paths in the municipal sector through hands-on work experience, learning, mentorship, networking and professional development.

Internships are delivered as a partnership between the Government of Alberta and the host municipality or planning agency.

The program offers three streams:

- Administrator
- Finance Officer
- Land Use Planner

Program Basics

Internships are 12 months (24 months for planners) in duration and start between mid-April and late-May of each year.

The positions are located in different municipalities throughout Alberta each year and host municipalities are selected following a competitive process.

All interns are paid a salary and receive benefits through the host municipality. Each intern will also receive professional development funds for conference attendance, professional membership(s), and training.

Learn more at www.alberta.ca/municipal-internship-program.aspx

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What the internship offers

The Municipal Internship Program offers a unique opportunity to work and learn at the same time.

All interns are supported by senior managers and leaders who coach, mentor, and guide them as new professionals in municipal government. Interns gain extensive knowledge of in their respective area of municipal government (administration, finance, and land use planning) as they participate in a variety of municipal activities to gain experience and develop their skills.

Administrator interns learn how policy is developed, and how municipalities operate and are managed. They 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.

Finance interns learn about municipal accounting and finance through the full accounting cycle, from budget to taxation to year-end and audit preparation. They also rotate through key departments to understand how they operate. Responsibilities and activities include, but are not limited to 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.

Land use planner interns learn about land use planning and development from a municipal perspective. They also rotate through key departments to understand how they relate to and support planning and development activities. Responsibilities and activities include, but are not limited to learning about Alberta's land use planning framework, reviewing and amending land use

bylaws, municipal development plans, area structure plans, leading community consultations, reviewing subdivision applications, and conducting subdivision and development appeal board hearings.

"I think the biggest surprise for me was to see, as an intern, the operational scale of municipal government, realizing that the financial services department plays an integral part in the operation. I got to experience this inter-departmental connection by assisting in and observing the preparation of the capital budget and the operation budget. By participating in the program, I'm now presented with more opportunities in the municipal finance field. I will certainly capitalize on this internship experience and integrate the experience into my pursuit of my professional accounting designation (CPA)."



Tao Liu, City of Lethbridge

Applicant Eligibility*

The program is open to graduates of a post-secondary degree or diploma program completed within two and a half years from the start of the internship. Graduates of certificate programs are not eligible.

Specific education requirements for each program stream are outlined below.

Applicants must also be eligible to work in Canada (international graduates/students are eligible as long as they have a valid work permit to work in Canada).

Applicants must also be willing to relocate to, or be within commuting distance of the host municipality/community. All positions are located outside of Calgary and Edmonton.

Additional eligibility requirements may also apply, depending on the program stream.

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For the **finance officer** stream, applicants must have completed a degree or diploma in accounting or finance.

For the **land use planner stream**, applicants must have completed a degree in a land use planning, or a degree in a related discipline (e.g. urban studies, geography) which includes at least two senior undergraduate or graduate level courses in land use planning.

**Note: These eligibility requirements may be subject to change. Please check the internship website for the most up to date requirements.*

Application Process

Detailed information about the Municipal Internship Program including the application form can be found on the Municipal Internship Program's website at: <https://www.alberta.ca/municipal-internship-program.aspx>.

Each application must contains six components:

1. Application form
2. Cover letter(s)
3. Resume
4. Candidate Profile
5. Unofficial transcripts

"I cannot speak highly enough about the Municipal Internship Program and the experience it provided me. I was able to meet incredible people, attend national conferences, complete a diploma in Public Relations and develop skills that I know will serve me well throughout my career."



Sara Jensen (McKerry), Parkland County

Figure 1 - Timelines for 2021 Internships



Contact Us

Got questions? We're here to help. Contact us using any of the following methods.



Email: amainternship@gov.ab.ca

Phone: 780-427-2225 (toll-free in Alberta by calling 310-0000 first)

Learn more at:
www.alberta.ca/municipal-internship-program.aspx

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