

Municipal Internship Program- Administrator Stream

Overview: Join us for an 18-month **paid** internship designed for recent graduates eager to explore municipal government within small and medium-sized municipalities in Alberta. As an Administrator intern, you'll receive comprehensive training, mentorship, and hands-on experience to become a future leader in public service.

Who We're Looking For: We are looking for proactive individuals who are dedicated to understanding and contributing to the operation and management of municipalities. Successful candidates for the Administrator stream are self-motivated, analytical problem solvers, and adept communicators, ready to immerse themselves in the multifaceted world of municipal governance. This internship offers the opportunity to explore every facet of municipal operations, fostering a deep understanding of how local governments function and how they can best serve their communities.

What You'll Do:

- Engage in various municipal departments, learning operations and management.
- Attend management meetings, present to councils/committees, and contribute to policy development.
- Lead projects, solve community issues, and shadow professionals to broaden your skill set.
- Gain insights by engaging with key municipal departments that support Administration activities.

What We Offer:

- Competitive salary and benefits.
- Attractive funding for professional growth.
- Support from experienced mentors and leaders.
- Comprehensive insights into municipal administration and policy
- Diverse hands-on experiences to develop management skills.
- Access to a vast network of municipal professionals.

Who Can Apply:

- Graduates from any degree or diploma discipline completed between January 2023 and April 2025.
- Eligible to work in Canada.
- Willing to relocate or commute to the host municipality.

Anticipated Salary Range: \$50,000-\$65,000/year

How to Apply: Visit the [program website](#) for details and complete an online application.

Deadline: February 18, 2025, 12 PM MST.