

Local Government Internship Intern Application Guide



Local Government Internship Overview

In partnership with host local governments, Northern Development administers the Local Government Internship Program.

The internship program promises to provide a high level of professional development and training that will prepare recent graduates for roles in local government. This 12 month, paid internship will provide successful candidates with the knowledge and experience needed to take the next step in a fulfilling and satisfying career within local government.

The internship program objectives are:

- To act as a pathway to accelerate operational learning and permanent placement into professional careers in local government.
- To provide results focused professional training with Northern Development Initiative Trust and host communities.
- To make local government a career of choice by financially supporting internship opportunities for post-secondary graduates.
- To promote career development, advancement opportunities, and quality of life in Northern BC.
- To help interns develop competencies essential to local government administration.

Program Eligibility and Requirements

To apply to the Local Government Internship program, applicants must meet the following requirements:

- You will complete the requirements to graduate, or have graduated within a 12 month period, prior to the start of the internship program from an *accredited* college or university with: a degree, a diploma or a post-graduate certificate which requires a previous degree or diploma. *Open studies, non-credit, upgrading, or continuing education students do not qualify.*
- You are legally entitled to work in Canada.
- Willing to relocate and available to complete the specified 12 month placement.
- Satisfactory criminal record check.

Local government interns will also be required to:

- Attend an in-person Northern Development orientation in Prince George.
- Participate in bi-weekly intern conference calls.
- Submit a final report and testimonial to Northern Development at the end of the 12 month placement.
- Attend and complete the Municipal Training Institute Foundations course (MATI Foundations).

Applications and Selection

It is the applicant's responsibility to ensure that their application is complete and has been submitted prior to the deadline date of February 15th. This includes:

Resume.

Cover letter.

Two references (character, education, work or volunteer related).

Most current transcripts from post-secondary institutions attended (unofficial copies are acceptable).

Applications are screened and shortlisted by the program director at Northern Development Initiative Trust. Shortlisted applicants will be invited to attend an in-person interview with Northern Development staff and representatives from the host communities.

Selection will be based upon a range of considerations, the most significant being:

- Alignment with the skills and abilities needed to successfully complete the internship as identified by the host communities.
- Academic achievements.
- Professionalism.
- Maturity.
- Excellent communication and interpersonal skills.
- Demonstrated interest in local government.
- Flexibility and reliability.
- Ability to multitask in a fast paced environment.
- Strong analytical, problem solving, research and project management skills.

Remuneration

Local government interns receive compensation funded jointly by Northern Development Initiative Trust and the host local government.

The intern will receive a base salary of \$40,000 for the 12-month placement. In addition to base salary, the local government is required to pay statutory benefits which includes CPP, EI premiums and 4% vacation pay (or provide vacation days). The local government may choose to offer additional benefits (medical, dental, etc.) to the intern.

There is a \$5,000 training allowance, provided by Northern Development, to support registration and travel costs related to training and professional development. Participation in the Municipal Administrators Training Institute Foundations course (MATI Foundations) is a requirement of the internship. Northern Development will pay the MATI registration and the remaining balance of the training and travel allowance can be accessed to support further training and professional development opportunities identified by the host local government.

Current Opportunities

Local government internship opportunities are posted on Northern Development's website in January once host local governments have been selected.

Key Dates

November	Northern Development begins intern recruiting process
January 1 st	Deadline for interested local governments to submit their host local government grant application package.
January 15 th	Grant applications reviewed and host local governments are shortlisted.
February 15 th	Deadline for interested internship candidates to submit their intern application package.
Late March	Northern Development and host local governments will collaboratively conduct interviews.
April 1 st	Host local government deadline to extend offers to successful applicants.
May 1 st	Interns begin 12 month placement with their host local government.

To Apply

Please review all required program documents in detail as incomplete applications will not be reviewed.

All required materials should be provided electronically to Northern Development by email **by February 15th**.

info@northerndevelopment.bc.ca

Only candidates selected for an interview will be contacted. We thank everyone for their applications and interest in our Local Government Internship program.

Questions?

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