

# First Nations Government Internship Intern Application Guide



## First Nations Government Internship Overview

Working as an intern with a host First Nations government will provide an opportunity to be exposed to the key aspects of First Nations government administration to gain an understanding of band or tribal council government structure, management and operations.

The internship program promises to provide a high level of professional development and training that will prepare recent graduates for an exciting career in First Nations government, while supporting capacity building and succession preparation in smaller indigenous communities. This 12-month, paid internship provides funding for central and northern BC First Nations governments or tribal councils to host and mentor an intern and provide successful candidates with the knowledge and experience needed to take the next step in a fulfilling and satisfying career within local First Nations government.

In partnership with host local First Nations governments and the Department of Indigenous Services Canada, Northern Development administers the Local Government Internship Program.

## Program Objectives

The internship program objectives are:

- To act as a pathway to accelerate operational learning and permanent placement into professional careers in First Nations government.
- To build professional and institutional development capacity in First Nations government administration in central and northern B.C.
- To make First Nations government a career of choice by financially supporting internship opportunities for post-secondary graduates.
- To help interns develop competencies essential to local First Nations government administration.
- To promote career development, advancement opportunities, and quality of life in Northern BC.

## Intern Work Plan

First Nations governments participating in the internship program will have developed a customized work plan for the intern:

- To support host First Nations governments with a structure to guide the intern's training and learning.
- To ensure that interns are exposed to the key aspects of First Nations government administration to gain an understanding of band or tribal council government structure, management and operations.
- To help the intern develop competencies essential to First Nations government administration.
- To support the intern's training through focused mentorship by experienced and knowledgeable individuals, and resources.
- To mentor the intern to be successfully recruited into a permanent local or First Nations government career placement in central and northern B.C.

Each host First Nations government work plan is custom-designed by the host government and can be either project based or department based. Interns can expect to gain training and exposure in the following areas:

- Governance and administration.
- Financial services.
- Planning and development services.
- Public works (sewer, water, waste management, environmental protection, transportation services).
- Recreation, culture, heritage and social services (housing, seniors, youth).
- Protective services.
- Human resource management.
- Special interest/projects.
- Orientation/professional development/training/wrap-up session.

## Intern Eligibility and Requirements

### Recruiting and selecting interns

Work in First Nations government provides an exciting opportunity for professional development, advancement and playing a role in the future development of communities. This internship provides a unique introduction to the world of possibilities within First Nations governments. It can also provide a bridge to the next steps in career development.

It is expected that prospective interns will come from a variety of backgrounds and education. In order to ensure candidate suitability, candidates are expected to normally meet the following criteria:

To apply to the First Nations Government Internship program, applicants must meet the following:

**Academic criteria:**

- Undergraduate students are eligible if they have completed a Bachelor's degree within the previous two years of the proposed start date of the internship. Students graduating in May are eligible. Preference will be given to candidates in the following degree programs: First Nations Studies, Northern Studies, Bachelor of Arts in Political Science, Public Administration and Community Development, and Geography; Bachelor of Planning; Bachelor of Commerce. Undergraduate students can use the internship as a way of completing their co-op terms, as long as they have completed all the other requirements of their degree program prior to starting the internship.
- Graduate students are eligible if they are enrolled in or have recently completed a Master's degree program.
- Diploma and Certificate students are eligible if they have completed a two year diploma or public administration certificate/First Nations Public Administration Certificate by the proposed start date of the internship.

**Other required criteria:**

- Willingness to relocate.
- Valid B.C. driver's license.
- Legally entitled to work in Canada for duration of the internship.
- Satisfactory criminal reference check (to be undertaken by First Nations government upon selection of intern).

**Note:**

- *Open studies, non-credit, upgrading, or continuing education students do not qualify.*
- *Individuals already permanently employed in First Nation administrations or Tribal Councils are not eligible to apply for the internship program. Seasonal and auxiliary employees of First Nations or Tribal Councils are permitted to apply.*

Interns will work closely with a designated mentor during the internship. This usually involves working with the band manager or designated supervisor and various departments and their staff. Interns will also be exposed to elected officials through the chief and council, committees, the general public, economic development corporations, community representatives and provincial and federal agencies that have a relationship with First Nations governments.

## 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 15<sup>th</sup>. 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 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 First Nations government.
- Flexibility and reliability.
- Ability to multitask in a fast paced environment.
- Strong analytical, problem solving, research and project management skills.

## Remuneration

Local First Nations government interns receive compensation funded by Northern Development Initiative Trust, the Department of Indigenous Services Canada and the host First Nations government.

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

Additional professional training and travel allowance may be identified and offered by the host First Nations government.

## Key Dates

November	Northern Development, the Department of Indigenous Services Canada and UNBC will begin to publicly promote the program.
February 1	Deadline for interested First Nations to submit their application package
February 15	Deadline for interested internship candidates to submit their intern application package
March	Northern Development, the Department of Indigenous Services Canada and host First Nations governments will interview and select internship candidates and complete contracts for employment.
May 1	Interns begin 12 month placement with their host First Nations government.

## To Apply

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

Candidates interested in applying for this internship opportunity must submit a completed application package with all supplementary materials to [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca) by **February 15<sup>th</sup>**.

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

## Questions?

### **Northern Development Initiative Trust**

301-1268 Fifth Avenue  
Prince George, BC V2L 3L2

250-561-2525

[info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)

[www.northerndevelopment.bc.ca](http://www.northerndevelopment.bc.ca)

# Northern Development Regional Map

