

Local Government Internship Intern Application Guide



Local Government Internship Overview

The internship program provides a high level of professional development and training to prepare recent graduates for a career in local government. The program provides grant funding for municipalities and regional districts within Northern Development's service area to assist with the cost of hosting a local government intern for a 12-month period starting in May.

The internship program objectives are:

- Accelerate operational learning and permanent career placement in local government
- Provide results focused professional training with Northern Development Initiative Trust and host communities
- Make local government a career of choice by financially supporting internship opportunities for post-secondary graduates
- Promote career development, advancement opportunities, and quality of life in Northern B.C.
- Help interns develop competencies essential to local government administration

Intern Eligibility and Requirements

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

- Completed 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*
- Willingness to relocate and available to complete the 12-month term
- Valid B.C. driver's licence
- Legally entitled to work in Canada. Foreign students must provide proof of a valid work permit and a passport with an expiry date beyond the internship term
- Satisfactory criminal record check (to be undertaken by local government upon selection of intern)

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 placement
- Attend and complete the Municipal Training Institute (MATI) Foundations course

Application Requirements

Applications must be submitted by **February 14th** and include:

- Resume
- Cover letter
- Two references (character, education, work or volunteer related)
- Most current transcripts from post-secondary institutions attended (unofficial copies are acceptable)

Selection

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 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 \$45,000 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 (MATI) Foundations course is a requirement of the internship. Northern Development will pay the MATI registration fee. The remaining balance of the training and travel allowance can be used to support further training and professional development opportunities identified by the host local government.

Interns who are relocating to a new community may be provided a housing allowance dependent on local vacancy rates and rental costs.

Key Dates

November	Northern Development begins intern recruiting process
January 7	Deadline for interested local governments to submit their application package
January 15	Grant applications reviewed and host local governments are shortlisted
February 14th	Deadline for interested internship candidates to submit their intern application package
Mid March	Northern Development and host local governments will conduct interviews
March 27	Host local government deadline to extend offers to successful applicants
May 1	Interns begin with a two-week orientation and training at Northern Development's office in Prince George, followed by the remainder of the 12-month placement with their host local government

To Apply

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

Candidates interested in applying for this internship opportunity must submit a completed application package to info@northerndevelopment.bc.ca by **February 14th**.

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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