First Nations Government Internship
Intern Application Guide

First Nations Government Internship Overview

The internship program provides a high level of professional development and training to prepare recent graduates for a career in First Nations government, while supporting capacity building and succession preparation in smaller Indigenous communities. The program provides funding for central and northern B.C. First Nations governments or Tribal Councils to host and mentor an intern for a 12-month period starting in May. Priority will be given to qualified, Indigenous post secondary graduate applicants. The internship program provides successful candidates with the knowledge and experience needed to take the next step in a career with First Nations governments.

Northern Development administrates the Local Government Internship program in partnership with host First Nations governments and the Department of Indigenous Services Canada.

The internship program objectives are:

- Accelerate operational learning and permanent career placement in First Nations government
- Develop professional, long-term capacity in First Nations government administration
- Make First Nations government a career of choice by financially supporting internship opportunities for post-secondary graduates
- Develop competencies essential to First Nations government administration
- Promote career development, advancement opportunities, and quality of life in Northern B.C.

Intern Work Plan

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

- Support host First Nations governments with a structure that guides the intern's mentoring, training and learning
- Ensure the intern is exposed to the key aspects of First Nations government administration to understand local government structure, management and operations
- Help the intern develop competencies essential to First Nations government administration
- Support the intern's training through contact with several experienced and knowledgeable individuals, and information from various resources

Each host First Nations government work plan is customized 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

Intern Eligibility and Requirements

It is expected that prospective interns will come from a variety of backgrounds and education, however priority will be given to qualified, Indigenous post secondary graduate applicants.

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

Academic:

- 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 Indigenous candidates and those in the following degree programs:
    - First Nations Studies
    - Northern Studies
    - Bachelor of Arts in Political Science, Public Administration and Community Development, or Geography
    - Bachelor of Planning
    - Bachelor of Commerce
- Undergraduate students can use the internship to complete their co-op terms if they have completed all 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

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*

Other required criteria:

- Willingness to relocate and available to complete the 12-month term
- Valid B.C. driver's licence
- Legally entitled to work in Canada for duration of the internship. 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 First Nations government upon selection of intern)

First Nations 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

Application Requirements

Applications must be submitted **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 First Nations government
- Flexibility and reliability
- Ability to multitask in a fast-paced environment
- Strong analytical, problem solving, research and project management skills

Remuneration

First Nations government interns receive compensation funded jointly 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 $45,000 for the 12-month placement. In addition to base salary, the 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.

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

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 post-secondary institutions will begin to publicly promote the program
January 15	Deadline for interested First Nations to submit their application package
January 30	Deadline for interested internship candidates to submit their intern application package
Mid 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 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 first nations 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 2020.**

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?

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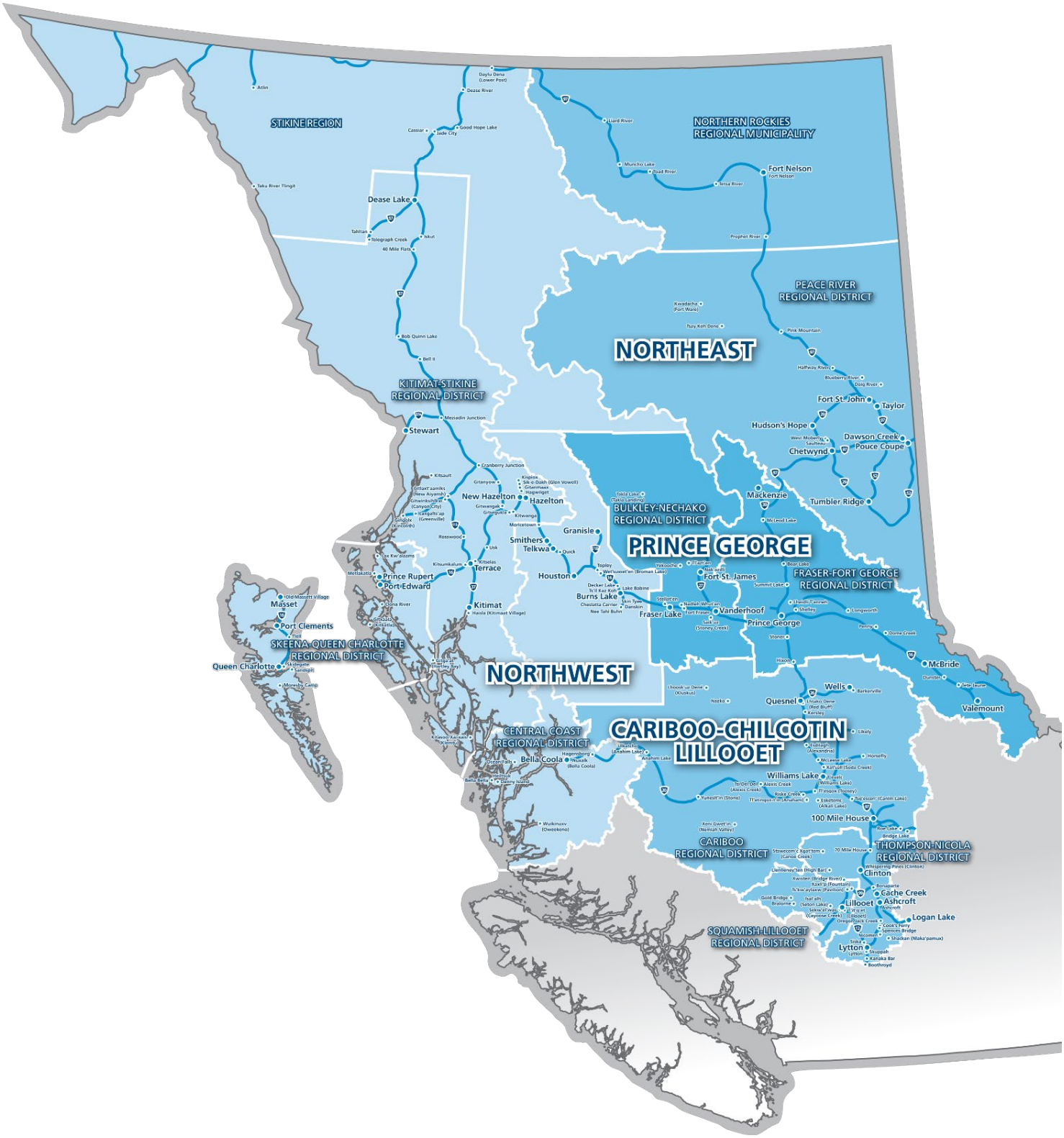
Northern Development Regional Map