

Local Government Internship

Host Local Government Application Guide



Program Overview

The Local Government Internship 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.

The internship program provides a high level of professional development and training that will prepare recent graduates for a career in local government.

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

Internship opportunities are not intended for positions otherwise covered by collective agreements. Host local governments are responsible for undertaking consultation with their respective unions to clarify the objectives of this program.

Funding Terms

Local governments are eligible to receive up to \$35,000 from Northern Development to assist with the cost of hosting a local government intern for a 12-month period.

- Up to \$30,000 will go toward the salary of the intern. Host communities are required to provide a minimum of \$10,000 toward the salary of the intern to support a minimum base salary of \$40,000. The local government must pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary and may choose to offer additional benefits (medical, dental, etc.) to the intern
- There is a \$5,000 allowance to support registration and travel costs related to training and professional development for the intern. 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.

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
January 30	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

Host Community Eligibility and Criteria

All municipalities and regional districts within the Northern Development Initiative Trust region are eligible to apply to host an intern.

Northern Development staff will review all applications from local governments for this program to ensure that all criteria are met. The criteria are:

- Demonstrated willingness to provide training in, and exposure to, a range of local government duties/responsibilities
- A 12-month work plan, submitted with the application, that demonstrates exposure to multiple departments and proposed projects to be undertaken by the intern
- Position description submitted with the application
- Demonstrated organizational commitment to the vision and goals of the program
- Strong council/board and administration relationship exists
- Chief administrative officer or senior manager has agreed to serve as the mentor throughout the internship
- Financial contribution toward the intern's salary and expenses
- Commitment to provide mentoring, training and professional development opportunities for the intern and a commitment to a positive work environment
- Host local government agrees that any disciplinary issues will be managed in collaboration Northern Development
- Provide an interim and/or final report to Northern Development using the provided template

Position Description and Work Plan

Host local governments are expected to create and carry out an agreed upon work plan. The objectives of the work plan include:

- Demonstrate the host local government's commitment to the intern's mentoring, training and learning
- Indicate the extent to which the intern will be exposed to the key aspects of local government administration and operations
- Clearly articulate the duties to be performed and qualifications required by the host local government for the position
- Assist in the recruitment and selection of applicants that are well aligned with the roles, responsibilities and key duties outlined by the host local government
- Form the basis of performance reviews and help determine professional development opportunities
- Help prospective interns understand the duties and responsibilities associated with the position

Reporting

Host local governments may provide an interim report halfway into the internship to receive a partial reimbursement.

A final report is required within 30 days of the end of the internship from both the host local government and the intern. These forms are available on Northern Development's [website](#).

To Apply

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

Host local governments interested in hosting an intern must submit a completed [application form](#) with all supplementary materials to info@northerndevelopment.bc.ca by **January 7th**.

Resources

- [Funding Program Matrix](#): Available funding programs and eligibility criteria.

Questions?

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