

Local Government Internship and First Nations Government Internship Intern Application Guide



Program Overview

The internship programs provide a high level of professional development and training to prepare recent graduates for a career in local or First Nations government, while supporting capacity building and succession preparation in communities in northern B.C. Northern Development administers the Local Government Internship program and First Nations Government Internship program in partnership with host municipalities, regional districts and First Nations governments. Northern Development provides funding to the host government to support with the cost of hosting and mentoring an intern for a 12-month period starting in May (see “Remuneration”).

The internship program objectives are:

- Accelerate operational learning and permanent career placement in local government and First Nations government in Northern B.C.
- Provide results focused professional training with Northern Development and host communities
- Help interns develop competencies essential to local and First Nations government administration
- Make local and First Nations government a career of choice by financially supporting internship opportunities for post-secondary graduates
- Develop professional, long-term capacity in local and First Nations government administration
- Allow for the flexibility of learning experiences where local and First Nations governments wish to jointly offer a placement for an intern
- Promote career development, advancement opportunities and quality of life in Northern B.C.

Intern Eligibility and Requirements

It is expected that prospective interns will come from a variety of backgrounds and education. Applicants must meet the following criteria:

- 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*
- Students graduating in May are eligible
- Willingness to relocate to host community and available to complete the 12-month term
- Valid B.C. driver’s license
- 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
- Priority for the First Nations Government Internship program will be given to qualified, Indigenous post secondary graduate applicants. Preference will be given to 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

- 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 in First Nations Public Administration Certificate by the proposed start date
- *Note: 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*

Successful Candidate Requirements

Successful applicants participating in the local or First Nations Government internship program will also be required to:

- Apply for a satisfactory criminal record check (to be directed to and deemed satisfactory by the designated local / First Nations government)
- Attend and participate in an orientation provided by Northern Development
- Participate in monthly intern conference calls
- Submit a final report and testimonial to Northern Development at the end of the placement
- *Note: Local government interns will be required to attend and complete the Municipal Administration Training Institute (MATI) Foundations course*

Application Requirements

Application packages must be submitted in PDF format to info@northerndevelopment.bc.ca with the subject line "(Your name) – (local or First Nations) government internship application" **by midnight on February 11th** and include:

- Signed cover page (available on Northern Development website)
- Resume
- Cover letter
- Two written reference letters (character, education, employment, or volunteer related)
- Most current transcripts from post-secondary institutions attended (unofficial copies are acceptable)

Selection

Applications are screened and shortlisted by the Internships Program Manager at Northern Development. 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 or First Nations government
- Flexibility and reliability
- Ability to multitask in a fast-paced environment
- Strong analytical, problem solving, research and project management skills

Intern Work Plan

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

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

Each host local and 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

Remuneration

Local Government Internship

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

- The intern will receive a base salary of \$45,000 for the 12-month placement. Up to \$35,000 of the salary is funded by Northern Development and \$10,000 by the local government. A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required
 - In addition to base salary, the local government is required to pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB) and may choose to offer additional benefits (medical, dental, etc.) to the intern
- There is a \$5,000 allowance, provided by Northern Development, to support registration and travel costs related to training and professional development for the intern
 - Participation in the Municipal Administration Training Institute (MATI) Foundations course is a requirement of the internship. Northern Development will pay the MATI registration fee from this allowance
 - The remaining balance of the allowance can be used to support further training and professional development opportunities identified by the host local government
- Up to \$10,000 as a housing allowance may be provided (see “Housing Allowance”)

First Nations Government Internship

First Nations government interns receive compensation funded jointly by Northern Development and the host First Nations government.

- The intern will receive a base salary of \$45,000 for the 12-month placement. A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required
 - In addition to base salary, the First Nations government is required to pay mandatory employment related costs (MERCs) (such as CPP, EI, WCB) and may choose to offer additional benefits (medical, dental, etc.) to the intern
- The host First Nations government will contribute \$5,000 to cover registration and travel costs related to training and professional development for the intern
- Up to \$10,000 as a housing allowance may be provided (see “Housing Allowance”)

Housing Allowance

Local and First Nations government interns may be provided a housing allowance of up to \$10,000 dependent on local rental costs. The housing allowance is to be used to support the cost of rent for the intern. The funds cannot be applied to additional costs associated with the tenancy (i.e: hydro, communications, etc.). Interns who have a monthly rent greater than \$1,000 independently, (are not sharing the cost with a roommate, partner or spouse) are eligible to apply to the housing allowance and will be required to submit proof of eligibility prior to being approved. Documents that will be accepted to prove eligibility include a rent receipt, signed housing agreement, or a letter from the landlord verifying the tenancy. Approval is through the host local or First Nation government in collaboration with Northern Development. Once approved, the difference will be distributed to the intern (i.e: if the cost of rent is \$1,300, the intern would be eligible for \$300 monthly up to a maximum of \$10,000 over the 12-month term). Funds are allocated by the host government and reimbursed to the host by Northern Development at the end of the placement in accordance with the final report. The funds are distributed to the intern, in addition to salary, on their paychecks as a taxable benefit.

Key Dates

The program is designed to provide 12 months of training for each intern. The program starts at the beginning of May and ends April 30th the following year. This starting date has been designed to capture the greatest number of students who are graduating from post-secondary institutions. Students are encouraged to gain contacts and pursue permanent employment within a local or First Nations government, in central or northern B.C. following (or during) their 12-month internship.

November	Northern Development and post-secondary institutions will begin to publicly promote the program
January 7	Deadline for interested First Nations to submit their application package
January 31	Host local and First Nations governments announced
February 11	Deadline for interested internship candidates to submit their intern application package
March	Shortlisted applicants will undergo a preliminary screening interview with Internships Program Manager in early March. Applicants who are further shortlisted will participate in a panel interview with Northern Development and host local/First Nations governments. Selected internship candidates accept job offer and complete employment contracts.
May 2	Interns participate in orientation and training provided by Northern Development, then transition into their host community for remainder of 12-month placement.

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 with the subject line “(Your name) – (local or First Nations) government internship application” **by midnight on February 11th**.

Only candidates selected for an interview will be contacted. We thank everyone for their applications and interest in our local and First Nations government internship programs.

Questions?

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Northern Development Regional Map

