



## Who Can Apply and How Does it Work?

Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement. Please see our website or contact our program team for further information on partnerships and commitments for becoming a host organization.

### **Municipal Internship Program for *Administrators* (5 positions)**

Time period: May 2018 – April 2019

- ◇ Municipalities must have a population between 700 and 75,000.
- ◇ The Chief Administrative Officer/senior manager must agree to serve as the intern supervisor for the duration of the program.
- ◇ Hosts will provide experience in all major functional areas of the municipality.
- ◇ This program helps interns prepare for senior administrative positions in Alberta's municipal governments.
- ◇ Hosts receive a grant of \$43,000 (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses) to assist with the costs of hosting an intern.

### **Municipal Internship Program for *Finance Officers* (5 positions)**

Time period: May 2018 – April 2019

- ◇ Municipalities must have a population between 2,500 and 125,000.
- ◇ A senior-level financial officer must agree to serve as the intern supervisor for the duration of the program.
- ◇ Hosts will provide comprehensive experience in the financial services area of the municipality, in addition to opportunities to experience other departments.
- ◇ This program helps interns to be better prepared to take on financial services roles in Alberta's municipalities.
- ◇ Hosts receive a grant of \$43,000 (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses) to assist with the costs of hosting an intern.

### **Municipal Internship Program for *Land Use Planners* (5 positions)**

Time period: May 2018 – April 2020

- ◇ Municipalities must have a planning department that undertakes in-house the full range of planning services and must have a population between 5,000 and 125,000. Intermunicipal planning services agencies are eligible.
- ◇ Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement and collectively the partners must provide the full range of planning services.
- ◇ The senior planner must agree to serve as the intern supervisor for the duration of the program and support the intern in pursuing his/her Registered Professional Planning accreditation through completion and signoff of responsible, professional planning experience.
- ◇ This program helps interns to be better prepared to enter the municipal planning field in Alberta's municipalities.
- ◇ Hosts receive a grant of \$64,500 over two years to assist with the costs of hosting an intern [\$43,000 in the first year (\$35,000 for salary, \$2,000 for benefits and \$6,000 for intern expenses), \$21,500 (\$19,000 for salary, \$1,000 for benefits and \$1,500 for professional development) in the second year].