



<https://www.internshipscanada.online/job/city-of-edmonton-internships/>

## City of Edmonton Internships 2025 New Application

### Description

The City of Edmonton is excited to offer internship opportunities for talented and motivated individuals seeking to gain valuable hands-on experience in various fields. Our internship program is designed to provide participants with a comprehensive understanding of municipal operations, foster professional development, and contribute to the growth of Edmonton.

### Responsibilities

- **Project Participation:** Engage in meaningful projects aligned with your field of study and career aspirations, contributing to the success of the City's initiatives.
- **Learning and Development:** Participate in training sessions, workshops, and mentorship programs to enhance your skills and knowledge in a municipal context.
- **Collaboration:** Work closely with cross-functional teams, sharing ideas and collaborating on projects to address real-world challenges facing the City.
- **Research and Analysis:** Conduct research, data analysis, and provide recommendations to support decision-making processes within your assigned department.
- **Community Engagement:** Participate in community outreach activities and events, gaining insight into the diverse needs and aspirations of Edmonton residents.

### Qualifications

- Currently enrolled in a relevant undergraduate or graduate program.
- Strong academic record and a passion for contributing to the community.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work independently and collaboratively within a team.
- Proficient in Microsoft Office suite and other relevant tools.

### Job Benefits

- Competitive stipend/salary.
- Networking opportunities with City of Edmonton professionals.
- Exposure to diverse projects and initiatives.
- Mentorship and career development support.
- Potential for future employment opportunities within the organization.

### Contacts

#### 1. Prepare Your Application Materials:

- Update your resume, ensuring it reflects your academic background, relevant skills, and any applicable work or volunteer experience.
- Draft a compelling cover letter that highlights your interest in the

### Hiring organization

City of Edmonton

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Government Administration

### Job Location

Edmonton, Alberta, Canada, T5A,  
Edmonton, Alberta, Canada

### Working Hours

09

### Date posted

February 8, 2025

### Valid through

23.01.2028

internship program, your qualifications, and how your skills align with the City of Edmonton's mission and goals.

- If applicable, gather any work samples or portfolios that showcase your abilities in your field of study.

**2. Visit the City of Edmonton Careers Website:**

- Navigate to the City of Edmonton's official careers website (you may provide a direct link or instruct applicants to visit the organization's main website and find the careers section).

**3. Search for Internship Opportunities:**

- Look for the specific internship opportunities available within the organization. This information is usually listed under the "Internship" or "Student Opportunities" section.

**4. Review Internship Listings:**

- Carefully read through the internship listings to find positions that match your field of study and career interests.

**5. Click on the Desired Position:**

- Click on the specific internship position you wish to apply for to access detailed information about the role, qualifications required, and application instructions.

**6. Follow Application Instructions:**

- Pay close attention to the application instructions provided in the job listing. Some positions may require you to apply through an online portal, while others may request submission via email.

**7. Submit Your Application:**

- Submit your application materials as per the specified instructions. This may include attaching your resume, cover letter, and any additional documents requested.

**8. Confirmation of Application:**

- After submitting your application, you may receive a confirmation email acknowledging the receipt of your materials. Keep this confirmation for your records.

**9. Wait for Communication:**

- The City of Edmonton's HR team will review applications and contact shortlisted candidates. If you are selected for an interview or further evaluation, you will be notified via email or phone.

**10. Interview Process:**

- Prepare for any interviews or assessments that may be part of the selection process.

**11. Application Deadline:**

- Be mindful of the application deadline and ensure that your materials are submitted before the specified date.

**12. Follow-Up:**

- If you haven't heard back within a reasonable timeframe, you may consider following up on your application status by contacting the provided HR contact or using the contact information available on the website.