



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

## City of Ottawa Internships 2025 Latest Hiring

### Description

As an intern at the City of Ottawa, you will have the chance to work in a collaborative and innovative environment, contributing to projects and initiatives that directly impact the community. Our internship program is designed to offer hands-on experience across various departments, allowing you to explore your interests, develop your skills, and make meaningful contributions to the city's growth.

### Responsibilities

- **Project Support:** Assist in the planning, execution, and evaluation of various municipal projects under the guidance of experienced professionals.
- **Research and Analysis:** Conduct research on relevant issues, policies, and trends to support informed decision-making within the organization.
- **Community Engagement:** Collaborate with community stakeholders, attend public meetings, and participate in outreach initiatives to better understand the needs and concerns of residents.
- **Data Management:** Collect, analyze, and interpret data to inform strategic initiatives and policy development.
- **Administrative Tasks:** Provide general administrative support to departmental teams, including preparing reports, organizing meetings, and maintaining documentation.
- **Learning and Development:** Participate in training sessions, workshops, and mentorship programs to enhance your professional skills and knowledge.

### Qualifications

- Currently enrolled in a relevant undergraduate or graduate program.
- Strong communication, analytical, and problem-solving skills.
- Ability to work both independently and collaboratively in a team environment.
- Demonstrated interest in municipal government, public administration, urban planning, or related fields.
- Proficient in Microsoft Office Suite and other relevant software applications.

### Job Benefits

- **Professional Development:** Access to training, workshops, and mentorship programs.
- **Networking Opportunities:** Connect with professionals and leaders in various municipal sectors.
- **Meaningful Work:** Contribute to projects that directly impact the well-being of Ottawa residents.
- **Exposure to Diverse Departments:** Gain a comprehensive understanding of municipal operations by working across different city departments.

### Contacts

#### Hiring organization

City of Ottawa

#### Employment Type

Intern

#### Duration of employment

3 Months

#### Industry

Government Administration

#### Job Location

Ottawa, Ontario, Canada, K1P,  
Ottawa, Ontario, Canada

#### Working Hours

09

#### Date posted

April 16, 2024

#### Valid through

02.02.2028

To apply for the City of Ottawa Internships, please submit your resume, cover letter, and academic transcripts through our online application portal. Be sure to highlight your relevant skills, experiences, and why you are passionate about contributing to the success of Ottawa.

The City of Ottawa is an equal opportunity employer and welcomes applications from candidates of all backgrounds. The internship program is committed to fostering diversity and inclusion in the workplace.

We look forward to welcoming enthusiastic and dedicated individuals to our team as they embark on a rewarding internship experience with the City of Ottawa.