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## City of Windsor Internships 2025 New Application

### Description

The City of Windsor Internship offers a unique opportunity for students and recent graduates to gain hands-on experience in various municipal departments. Under the guidance of seasoned professionals, interns will have the chance to contribute to meaningful projects, develop essential skills, and explore potential career paths within local government.

### Responsibilities

- **Project Support:** Assist departmental teams in executing projects related to urban planning, community engagement, public works, environmental sustainability, or other areas as assigned.
- **Research and Analysis:** Conduct research, gather data, and analyze findings to support decision-making processes and policy development initiatives.
- **Administrative Tasks:** Perform various administrative duties such as drafting reports, preparing presentations, organizing meetings, and maintaining documentation.
- **Collaboration:** Collaborate with colleagues across departments to accomplish shared goals and objectives, fostering teamwork and synergy.
- **Professional Development:** Participate in training sessions, workshops, and networking events to enhance skills, expand knowledge, and cultivate a professional network.

### Qualifications

- Currently enrolled in an accredited college or university program, or a recent graduate within two years of graduation.
- Pursuing a degree in fields such as Public Administration, Urban Planning, Environmental Studies, Engineering, Social Sciences, or related disciplines.
- Strong analytical skills with the ability to collect, interpret, and present data effectively.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with internal and external stakeholders.
- Demonstrated initiative, adaptability, and a willingness to learn in a dynamic work environment.

### Job Benefits

- **Mentorship:** Interns will have access to mentorship and guidance from experienced professionals in their respective fields, providing valuable insights and advice to support their career growth.
- **Networking Opportunities:** Interns will have the chance to network with a diverse range of professionals within the municipal government and beyond, expanding their professional connections and fostering potential career opportunities.
- **Skill Development:** Interns will gain practical experience and develop essential skills relevant to their chosen field, enhancing their employability.

### Hiring organization

City of Windsor

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Government Administration

### Job Location

Windsor, Ontario, Canada, N9A,  
Windsor, Ontario, Canada

### Working Hours

09

### Date posted

February 8, 2025

### Valid through

09.02.2028

and readiness for future career endeavors.

- **Flexible Work Environment:** We understand the importance of work-life balance and strive to provide a flexible work environment that accommodates the needs of our interns, including opportunities for remote work and flexible scheduling when possible.
- **Community Engagement:** Interns will have the opportunity to engage with the local community through various projects and initiatives, making a positive impact and contributing to the betterment of Windsor and its residents.
- **Professional Growth:** Our internship program is designed to challenge interns and encourage growth both personally and professionally. Interns will have the opportunity to take on meaningful responsibilities and make tangible contributions to real-world projects.
- **Exposure to Municipal Operations:** Interns will gain valuable insight into the inner workings of local government and gain a deeper understanding of the challenges and opportunities facing municipalities like Windsor.
- **Potential for Long-Term Employment:** Many of our interns go on to secure full-time employment with the City of Windsor or pursue successful careers in related fields. Interns may be considered for future job openings based on their performance and qualifications.

## Contacts

Interested candidates should submit a resume, cover letter, and any relevant academic transcripts or portfolios to the City of Windsor's Human Resources Department. Please specify the desired internship position(s) and department(s) of interest in your application.