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Pembina Internships 2025 New Hiring

Description

The Municipality of Pembina is seeking enthusiastic and motivated individuals to join our internship program. As a Municipal Intern, you will have the opportunity to gain valuable hands-on experience in various departments within the organization. This internship offers a unique chance to contribute to meaningful projects, interact with diverse stakeholders, and develop essential skills essential for a successful career in local government.

Responsibilities

- **Departmental Support:** Assist various municipal departments, including but not limited to administration, public works, planning and development, finance, and community services, in day-to-day operations and special projects.
- **Research and Analysis:** Conduct research, gather data, and perform analysis on topics relevant to municipal operations, policies, and initiatives.
- **Community Engagement:** Participate in community outreach efforts, events, and meetings to engage with residents, businesses, and other stakeholders, and gather feedback on municipal programs and services.
- **Administrative Tasks:** Provide administrative support, including drafting documents, preparing presentations, organizing files, and maintaining records.
- **Project Assistance:** Collaborate with departmental teams on various projects, assisting with planning, implementation, and evaluation as needed.
- **Professional Development:** Take advantage of training opportunities, workshops, and networking events to enhance skills and knowledge related to municipal governance and administration.
- **Other Duties:** Undertake additional tasks and responsibilities as assigned by supervisors to support the overall goals and objectives of the Municipality of Pembina.

Qualifications

- Currently enrolled in a degree program related to public administration, urban planning, political science, environmental studies, business administration, or a related field.
- Strong organizational skills with the ability to multitask and prioritize assignments effectively.
- Excellent written and verbal communication skills, with a keen attention to detail.
- Proficiency in Microsoft Office Suite and other relevant software applications.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Demonstrated commitment to professionalism, integrity, and public service.

Job Benefits

Hiring organization

Pembina

Employment Type

Intern

Duration of employment

3 Months

Industry

Oil and Gas

Job Location

Calgary, Alberta, Canada, T1Y,
Calgary, Alberta, Canada

Working Hours

09

Date posted

April 10, 2024

Valid through

12.02.2028

- **Professional Development Opportunities:** Access to workshops, seminars, and training sessions to enhance skills and knowledge relevant to the field of municipal governance and administration.
- **Networking:** Opportunities to connect with professionals in various municipal departments and other local government entities, fostering valuable relationships for future career growth.
- **Mentorship:** Assigned mentorship from experienced staff members who can provide guidance, support, and feedback throughout the internship duration.
- **Flexible Schedule:** Possibility for flexible work hours to accommodate academic commitments or other responsibilities.
- **Hands-on Experience:** Exposure to real-world projects and initiatives, allowing interns to apply theoretical knowledge gained in the classroom to practical scenarios.

Contacts

Interested candidates should submit a resume, cover letter, and any relevant supporting documents. Please indicate "Municipal Intern Application" in the subject line.

Join us in shaping the future of Pembina and making a positive impact on our community through the Municipality of Pembina Internship Program. We look forward to welcoming passionate and dedicated individuals to our team!