

**ABOUT THE PROGRAM**

Northern Development Initiative Trust annually provides up to six economic development internship opportunities to the brightest graduates in central and northern British Columbia.

This six month internship program is intended for recent university graduates that are seeking careers in economic development within local governments in central and northern B.C. This program is designed to provide a unique, immersed curriculum of training and experience that will provide an operational portfolio demonstrating economic development competency and references. The program promises to provide a high level of professional development and training that will prepare post-secondary graduates with the knowledge and experience they need to take the next step in a fulfilling and satisfying career, and the contacts within local government to help land a permanent position.

The interns are remunerated with a \$20,000 contract for the six month period. Northern Development interns have had 100% success in obtaining challenging permanent career positions over the past several years.

**POSITION SUMMARY**

Reporting to the Northern Development management team, the economic development interns will further develop their communication, project management, report and presentation development, and analytical skills as they build relationships with communities, First Nations, businesses, non-profit groups, and proponents seeking to expand businesses and the regional economy.

As the leading regional economic development corporation in central and northern British Columbia, Northern Development works directly with 40 communities, nine regional districts, one regional municipality, and 88 First Nations within the region to realize their economic potential. Northern Development supports community economic development initiatives with a funding base of over \$200 million.

**PROGRAM OBJECTIVES**

**The internship program objectives are:**

- § To provide results focused economic development professional training with Northern Development Initiative Trust and host communities
- § To act as a pathway to accelerate operational learning and permanent placement into professional careers in economic development with local government, First Nations government or industry in central and northern British Columbia
- § To make economic development management a career of choice by financially supporting internship opportunities for post-secondary graduates
- § To allow for the flexibility of learning experiences where local governments or First Nations governments wish to jointly offer short term placements for an intern

### The intern will gain expertise in:

- § Developing a network within local governments, First Nations, federal and provincial government agencies, and other private sector and non-profit groups focused on economic development
- § Preparing economic reports relevant to regional development, monthly activity reports, special projects and research reports
- § Working with economic development professionals throughout the region to expand content for five regional investment portals
- § Providing coordination and management assistance to the Grant Writing Support Program, including researching funding and writing grants
- § Developing products to move the community along the investment attraction continuum
- § Communicating and implementing the strategic advantages of a community, it's 'brand' and understand how to attract business and new residents to the lifestyle and business advantages that are available. Creating and managing events associated with a community brand
- § Maintaining and harnessing programs like 'Google Analytics'
- § Updating investment profiles, writing success stories and communications materials,
- § Developing community and regional marketing products
- § Working with communities to develop business retention and expansion resources and doing interviews with business people
- § Developing content for 'buy local' campaigns including websites, print materials and supplier directories
- § Utilizing enterprise-level software, project management systems, and presentation software to produce high-quality documents for internal and external communication

### QUALIFICATIONS

It is expected that prospective interns will come from a variety of backgrounds and education. In order to ensure candidate suitability, candidates are expected to meet the following criteria:

#### Academic criteria:

- § You are eligible to apply for this internship if you are about to graduate from a diploma or bachelor degree program or have graduated from a diploma or bachelor degree program in the last two years. Preference will be given to candidates in the following degree programs: Bachelor of Commerce, Bachelor of Arts in Political Science, Public Administration and Community Development, Environment Planning, and Geography; Undergraduate students can use the internship as a way of completing their co-op terms, as long as they have completed all the other requirements of their degree program prior to starting the internship
- § Graduate students are eligible if they are enrolled in a Master's degree program. Successful candidates will be expected to complete their degree requirements by the end of the internship

Other required criteria:

- § Experience living and/or working in central and northern B.C. and willing to relocate to permanent employment in communities within Northern Development's region
- § Excellent written and verbal communication skills and strong proficiency with Microsoft Office suite of programs
- § Work, educational or volunteer-related references
- § Valid B.C. driver's license
- § Satisfactory criminal reference check (to be undertaken upon selection of intern)

### PROGRAM TIMELINE

<b>November 29</b>	Deadline for interested internship candidates to submit their expression of interest covering letter and resume
<b>January 12 to January 16</b>	Application profile and screening form to be completed by shortlisted candidates
<b>February 2 to February 6</b>	Interviews and offers made to successful candidates
<b>April 28 to October 31</b>	Internship work experience period including professional development conferences and practicum placements in communities