

Local Government Internship and First Nations Government Internship Intern Application Guide



Program Overview

The internship programs provide a high level of professional development and training to prepare recent graduates for a career in local or First Nations government, while supporting capacity building and succession preparation in communities in northern B.C. Northern Development administers the internship programs in partnership with host municipalities, regional districts and First Nations governments [within our service region](#). Northern Development provides funding to the host government to support with the cost of hosting and mentoring an intern for a 12-month period starting in May (see “Remuneration”).

The local government internship and First Nations government internship program objectives are:

- Provide a high level of professional development and hands-on training to help prepare recent graduates with the skills, experience and connections needed to propel their career forward
- Provide post-secondary graduates with insight into the wide range of careers available within local and First Nations governments
- Support capacity building and succession preparation in local and First Nations governments in Northern B.C.
- Accelerate operational learning and permanent career placement in local government and First Nations government in Northern B.C.
- Allow for the flexibility of learning experiences where local and First Nations governments wish to jointly offer a placement for an intern
- Promote career development, advancement opportunities and quality of life in Northern B.C.

Intern Eligibility and Requirements

It is expected that prospective interns will come from a variety of backgrounds and education. Applicants must meet the following criteria:

- Completed requirements to graduate, or have graduated within a 12-month period, prior to the start of the internship program from an *accredited* college or university with a degree, diploma, or a post-graduate certificate which requires a previous degree or diploma.
** Open studies, non-credit, upgrading or continuing education students do not qualify*
- Students graduating in May are eligible
- Willingness to relocate to host community and available to complete the 12-month term
- Valid B.C. driver’s license
- Legally entitled to work in Canada. International students must provide proof of a valid work permit and a passport with an expiry date beyond the internship term
- Priority for the [First Nations government internship](#) program will be given to qualified, Indigenous post secondary graduate applicants.
- Graduate students that meet eligibility requirements are eligible to apply.

Selection

Applications are screened and shortlisted by Northern Development. Shortlisted applicants will be invited to attend an interview with Northern Development staff and representatives from the host communities.

Selection will be based upon a range of considerations, the most significant being:

- Alignment with the skills and abilities needed to successfully complete the internship as identified by the host communities
- Academic achievements
- Professionalism and maturity
- Excellent communication and interpersonal skills
- Demonstrated interest in local or First Nations government
- Flexibility and reliability
- Ability to multitask in a fast-paced environment
- Strong analytical, problem solving, research and project management skills

Successful Candidate Requirements

Successful applicants participating in the local or First Nations government internship program will also be required to:

- Attend and participate in an orientation provided by Northern Development
- Participate in monthly intern calls and engagement e-mails
- Submit a final report and testimonial to Northern Development at the end of the placement
- *Note: Local government interns will be required to attend and complete the Municipal Administration Training Institute (MATI) Foundations course*

The program does not guarantee permanent employment with the host at the end of the internship.

Intern Work Plan

Host local and First Nations governments have prepared a draft work plan that reflects the respective operational needs of the host and provides the intern with exposure to the complexities of local or First Nations government operations.

The host government and intern will review the work plan and set goals and objectives at the beginning of the internship and periodically review over the course of the placement. The objectives of the work plan are to:

- Demonstrate and support the host government's commitment to guide the intern's mentoring, training and learning through a structured plan
- Indicate the extent to which the intern will be exposed to the key aspects of local or First Nations government administration and operations to understand and further competencies essential to government structure, management and operations.
- Support the intern's professional development through contact with several experienced and knowledgeable individuals and information from various resources
- Clearly articulate the duties to be performed and qualifications required by the host local or First Nations government for the position

The work plan is customized by the host government and can be either project based, or department based. Interns can expect to gain training and exposure in the following areas:

- Governance and administration
- Financial services
- Planning and development services
- Public works (sewer, water, waste management, environmental protection, transportation services)
- Recreation, culture, heritage and social services (housing, seniors, youth)
- Protective services
- Human resource management
- Special interest/projects
- Orientation/professional development/training

Networking and Professional Development

Interns are encouraged to participate in ongoing discussions with each other, including required monthly group calls. In addition, host governments have a dedicated budget to support the continued development of the intern over the 12-month placement. Interns participating in the local government internship program and First Nations government internship program are encouraged to attend relevant training, networking, and professional development opportunities. These opportunities are discussed between the host government and intern and approved by the host government.

**Local government interns are required to participate in the Municipal Administration Training Institute (MATI) Foundations course.*

Remuneration and Compensation

Local and First Nations governments approved as hosts under the internship program receive a grant to support with the cost of hosting an intern for a 12-month period. Interns receive compensation funded jointly by Northern Development and the host local or First Nations government. Compensation is as follows.

- The intern will receive a base salary of \$55,000 for the 12-month placement. A minimum of 10 days vacation over the 12-month term or 4% vacation pay is required
- There is a \$7,500 professional development allowance to support registration and travel costs related to training and professional development for the intern
 - Participation in the Municipal Administration Training Institute (MATI) Foundations course is a requirement of the local government internship. Northern Development will pay the MATI registration fee from this allowance and the remaining balance may be used to support further training and professional development opportunities
- Up to \$10,000 may be provided as a housing allowance (see “Housing Allowance”)

Housing Allowance

Local and First Nations government interns may be provided a housing allowance of up to a maximum of \$10,000 over the 12-month period to support the cost of rent (dependent on local rental costs) and/or initial relocation expenses, subject to pre-approval by Northern Development.

Interns who have a monthly rent greater than \$1,000 are eligible to apply to the housing allowance and, if approved, will be provided with the difference in excess of \$1,000. (i.e.: if the cost of rent is \$1,300, the intern would be eligible for \$300 monthly). Northern Development recommends the housing allowance not exceed \$850 per month to mitigate overpayment.

To apply, the intern must e-mail a copy of the signed tenancy agreement (or equivalent), and/or relocation cost estimates to Northern Development for review and approval. If approved, Northern Development will forward confirmation to both the intern and host government. Northern Development and the host government must be advised of any changes to living arrangements as this may impact eligibility. For relocation expenses, actual invoices/receipts are required to be submitted to the host government for review and reimbursement.

Housing allowance payments are made by the host government to the intern. Northern Development will reimburse the host government based on interim and/or final reporting submitted. Funds related to rent should be paid to the intern on their paycheck as a taxable benefit.

Eligible Expenses

The following expenses are eligible to be covered under the housing allowance

- Utilities that are included in cost of rent (water, sewer, gas)
- Additional costs included in rent (i.e.: parking, internet, etc.)
- Rent greater than \$1,000 that is shared by a spouse/ partner
- Intern's portion of the rent greater than \$1,000 after splitting between others in the dwelling (i.e.: If an intern has a roommate and the total rent of \$2,200 is split two ways, the intern would be eligible to apply)
- Direct relocation expenses related to moving to the host community (e.g. shipping, transportation, movers)

Ineligible Expenses

The following expenses are not eligible to be covered under the housing allowance

- Additional associated costs with tenancy that are not included in the overall cost of rent (i.e.: utilities, telephone, internet, cable, parking, etc.)
- Rent that is shared by others in the dwelling, where the intern's portion of rent is less than \$1,000. (i.e.: If an intern has two roommates and the total rent of \$1,500 is split three ways, the intern would not be eligible to apply)
- Security, damage, or pet deposits
- Payment for any damages
- Renters insurance
- Temporary accommodations such as hotel or vacation rental
- Rent beyond the final internship day worked
- Rent beyond the date the intern vacated the tenancy (if vacated prior to the end of the lease)
- Travel expenses for house hunting trips before moving
- Food/meal expenses
- Expenses not supported by invoices/receipts
- Furniture and household items
- Cleaning or repair expenses
- Mail forwarding costs and costs related to change of address
- Costs related to cancelling a lease or the sale of a home
- GST

Reporting

A final report is required within 30 days of the end of the internship from both the host organization and the intern. These forms are available on Northern Development's website.

Key Dates

October	Northern Development and post-secondary institutions will begin to publicly promote the program
December 15	Deadline for interested host local and First Nations governments to submit application
February 1	Host local and First Nations governments announced
February 15	Deadline for interested internship candidates to submit application package
Late February	Shortlisted applicants invited for preliminary screening interview
Mid March	Applicants who are further shortlisted participate in a panel interview with Northern Development and host local and First Nations government representatives. Selected internship candidates accept job offer and complete employment contracts.
May	Interns participate in orientation and training provided by Northern Development, then transition into their host community for remainder of 12-month placement.

To Apply

Application packages must be submitted in PDF format to info@northerndevelopment.bc.ca with the subject line "(Your name) – (local or First Nations) government internship application" **by 11:59 PM on February 15th** and include:

- Signed cover page (available on Northern Development website)
- Resume
- Cover letter
- Two written reference letters (character, education, employment, or volunteer related)
- Most current transcripts from post-secondary institutions attended (unofficial copies are acceptable)

Only candidates selected for an interview will be contacted. We thank everyone for their applications and interest in our local and First Nations government internship programs.

Questions?

Northern Development Initiative Trust

301-1268 Fifth Avenue
Prince George, BC V2L 3L2

250-561-2525

info@northerndevelopment.bc.ca

www.northerndevelopment.bc.ca

Northern Development Regional Map

