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City of Regina Internships 2024 Apply Now

Description

City of Regina Internship Program offers a unique opportunity for talented individuals to gain hands-on experience in a dynamic municipal setting. This program is designed to provide interns with exposure to various aspects of municipal governance, public service, and community development. Interns will work alongside seasoned professionals, participate in meaningful projects, and contribute to the enhancement of our city.

Responsibilities

- **Project Participation:** Collaborate with departmental teams on specific projects related to urban planning, public services, community engagement, and more.
- **Research and Analysis:** Conduct research on relevant municipal issues, analyze data, and present findings to support informed decision-making.
- **Community Engagement:** Assist in organizing and participating in community engagement initiatives, fostering positive relationships with residents and stakeholders.
- **Policy Development:** Contribute to the development and evaluation of municipal policies, ensuring alignment with community needs and strategic objectives.
- **Administrative Support:** Provide support in various administrative tasks, including documentation, report preparation, and coordination of meetings.

Qualifications

- Enrolled in or recently completed a relevant undergraduate or graduate program (e.g., Public Administration, Urban Planning, Social Sciences).
- Strong analytical and research skills with the ability to synthesize information effectively.
- Excellent communication skills, both written and verbal.
- Team player with the ability to work collaboratively in a diverse and dynamic environment.
- Demonstrated interest in municipal governance, community development, and public service.
- Proficient in Microsoft Office Suite and other relevant tools.

Job Benefits

- **Professional Development:** Gain valuable hands-on experience and exposure to diverse municipal functions, contributing to your professional growth and development.
- **Mentorship:** Work closely with seasoned professionals who will provide guidance, support, and mentorship throughout your internship, helping you navigate the complexities of municipal governance.
- **Networking Opportunities:** Build connections with professionals in various departments, attend networking events, and engage with community stakeholders, creating a foundation for future career

Hiring organization

City of Regina

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Regina, Saskatchewan, Canada,
S4P 3W7, Regina, Saskatchewan,
Canada

Working Hours

09

Date posted

April 3, 2024

Valid through

22.01.2028

opportunities.

- **Meaningful Projects:** Contribute to real projects that make a positive impact on the community, allowing you to see the tangible results of your work.
- **Skill Enhancement:** Develop and enhance your skills in research, analysis, communication, and problem-solving, preparing you for a successful career in the public sector.
- **Inclusive Work Environment:** Experience a workplace that values diversity and inclusion, fostering an environment where individuals from all backgrounds can thrive.
- **Exposure to Decision-Making Processes:** Gain insight into the decision-making processes of a municipal government, understanding the factors that shape public policy and community development.
- **Flexible Work Environment:** Benefit from a flexible and supportive work environment that encourages a healthy work-life balance.
- **Competitive Compensation:** Receive competitive compensation for your contributions during the internship period.
- **Potential for Future Opportunities:** Successful completion of the internship may open doors to future employment opportunities within the City of Regina or provide a solid foundation for pursuing a career in the public sector.

Contacts

1. Prepare Your Documents:

- Resume: Highlight your educational background, relevant skills, and any relevant work or volunteer experience.
- Cover Letter: Clearly express your interest in the City of Regina Internship Program, outline your qualifications, and explain how your skills align with the internship objectives.

2. Submission Method:

- Email: Send your resume and cover letter as attachments.
- Online Portal: If applying through an online portal, follow the provided instructions and upload your documents as required.

3. Subject Line (if applying via email):

- Use a clear and concise subject line, such as “City of Regina Internship Application – [Your Full Name].”

4. Application Deadline:

- Ensure that your application is submitted before the specified deadline. Late applications may not be considered.

5. Include Contact Information:

- Provide accurate and up-to-date contact information in your resume and cover letter.

6. Personalize Your Application:

- Tailor your application to showcase how your skills and experiences align with the goals of the City of Regina Internship Program.

7. Follow-Up:

- If applicable, you may follow up on your application after the submission deadline to express continued interest and inquire about the status of your application.