



## JOB POSTING Exempt

<b>Position:</b> Economic Development Management Intern	<b>Status:</b> Temporary Full-Time (ending April 30, 2018)
<b>Posting Date:</b> May 8, 2017	<b>Application Deadline:</b> May 22, 2017 by 4pm
<b>Competition number:</b> 17-22	<b>Salary:</b> \$ 40,000/year
<b>How to apply:</b> Please send your resume with competition number, in confidence to: Human Resources Advisor City of Quesnel, 410 Kinchant Street, Quesnel, BC V2J 7J5 Fax (250) 992-1512 or Email: <a href="mailto:hr@quesnel.ca">hr@quesnel.ca</a> (Word or pdf document only please)  Candidates must submit an intern application package including: <ul style="list-style-type: none"><li>• Cover letter</li><li>• Resume</li><li>• Summary of how the candidate matches the intern position profile</li><li>• Most current transcripts from post-secondary institutions attended (photocopies acceptable). Candidates who will meet the academic criteria but do not yet have their transcripts should advise of this fact at the time of application</li><li>• Two reference letters (eg. work, educational or volunteer related).</li></ul> Your application will be shared with Northern Development Initiative Trust to confirm eligibility for the program. Further information on the internship program in general may be found on their website: <a href="http://www.northerndevelopment.bc.ca">www.northerndevelopment.bc.ca</a>  This posting only relates to an internship placement with the City of Quesnel. Candidates will not be placed in a different community in the region.	

### What we're looking for:

The City of Quesnel in partnership with Northern Development Initiative Trust has an immediate internship opportunity (up to 12 months) for a recent university/college graduate seeking a career 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 secure a permanent position.

You are dependable, have excellent written and verbal communications skills, the ability to manage multiple projects, tasks and priorities and the ability to work under pressure.

**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
- Providing coordination and management assistance to support the implementation of the community's strategic economic development plan
- Undertake research for funding and writing funding 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
- Developing community and regional marketing products
- Utilizing enterprise-level software, project management systems, and presentation software to produce high-quality documents for internal and external communication
- If the candidate has a background in planning, they may also have the opportunity to work within the Development Services department.

**Eligibility Requirements:**

This position is partially funded through the Northern Development Initiative Trust's Local Government Management Internship program.

Requirements for this program include:

- Undergraduate students are eligible if they have completed a Bachelor's degree within the previous two years of proposed start date of internship. Students graduating in May are eligible. Preference will be given to candidates in the following degree programs: Bachelor of Arts in Political Science, Public Administration and Community Development, and Geography; Bachelor of Planning; Bachelor of Commerce. 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

- Diploma and certificate students are eligible if they have completed a two year diploma or Public Administration Certificate/First Nations Public Administration Certificate by the proposed start date of the internship

**Other required criteria:**

- Must live in or relocate to the Quesnel area
- Work, educational or volunteer-related references
- Valid B.C. driver's license
- Ability to work in Canada for duration of the internship
- Satisfactory criminal references check (to be undertaken by local government upon selection of intern)

*The City of Quesnel appreciates the interest of all applicants. Only those selected for an interview will be contacted.*