



Municipal Internship Program – Host Profile

City of Grande Prairie

Program stream: Administrator

<https://cityofgp.com>

Home to endless skies and boundless opportunities, Grande Prairie is in the heart of the Peace Region in Northwestern Alberta. The largest urban centre north of Alberta's capital, Grande Prairie is a thriving young city of over 67,000 with a median age of 34. Whether its parents pushing a stroller, children filling the Eastlink Centre, or families biking on one of the many trails, there are signs of youth everywhere you turn. Grande Prairie's youthfulness arises from the exciting opportunities that enabled population growth of over 73% between 2001 and 2021. More than 80 different cultural and ethnic groups contribute to the community which not only serves as a hub for the surrounding area but also as the heart of a thriving regional population of almost 300,000 people. Attracting businesses, jobs, and people is enabled by a well-balanced blend of agricultural industry, strategic location, and diverse wealth of natural resources including oil, natural gas, coal, and lumber. This diversity provides a great opportunity for careers across a variety of industries. In addition, Alberta's newest Polytechnic institution (Northwestern Polytechnic) serves as the capstone for an outstanding local educational system that facilitates personal and career growth across a full range of opportunities.

About the community of the city of Grande Prairie

The city of Grande Prairie abounds with recreational activities in and around our community. Check these links for a sampling.

<https://cityofgp.com/parks-recreation/facilities-venues/eastlink-centre>

<https://cityofgp.com/parks-recreation/facilities-venues/community-knowledge-campus>

<https://cityofgp.com/parks-recreation/facilities-venues/montrose-cultural-centre-mcc>

<https://cityofgp.com/parks-recreation/facilities-venues/bonnetts-energy-centre>

<https://cityofgp.com/parks-recreation/facilities-venues/museums>

<https://cityofgp.com/parks-recreation/facilities-venues/dave-barr-community-centre>

<https://cityofgp.com/parks-recreation/parks-trails/muskoseepi-park>

We have many unique and major services available in our community. More information can be found here:

<https://cityofgp.com/economic-development/lifestyle-community>

[Watch video about the City of Grande Prairie](#)

About the city of Grande Prairie as an employer

The City of Grande Prairie is a Great Place to Work!

Work is a significant portion of your life, and we believe you bring your BEST to an organization that offers you the BEST. The City of Grande Prairie is one of the region's premiere employers. We invite you to invest your time, energy and passion into our success and our community. Public Service as a Career "Making a Difference" Public Service is where talented people come to serve together and make a difference in their communities. We're looking for people with a wide range of talents,

Find out more at www.alberta.ca/municipal-internship-program.aspx

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abilities, a sense of community and pride in their work. Because of the diversity of services offered by a city, there is ample opportunity to grow your career with us!

Life Balance at the City of Grande Prairie - we recognize that you have a life outside of work. As a City employee, the length of your work week depends on the position and ranges between 35-40 hours, in most cases with weekends off. Throw in "FUN" in the workplace, wellness events, social activities, community fundraising activities and a supportive work environment, and you won't find too many other jobs comparable to what the City of Grande Prairie has to offer. Consider it...WORK and LIFE...a standard at the City of Grande Prairie! Working & Playing Together with wellness events at the City of Grande Prairie, we believe you work best when you're healthy and well. There are numerous corporate wellness events throughout the year, like: Wellness Events – nutrition, fitness, lifestyle sessions Yoga, Zumba and fitness classes Fitness challenges/Boot Camp Stress Management/Resiliency Training Casual Friday's Christmas Luncheon/party Municipal Government Day Social Club As an Employee you can choose to join our Social Club, which coordinates after work social events on a monthly basis – bowling, golfing, curling, swimming, theatre events, paint parties, after-work socials, and a children's Christmas Party, complete with Santa Claus!

Please see our [City of Grande Prairie careers page](#) to learn more about our organization.

What's happening in the city of Grande Prairie?

If selected as our Intern, you will see these things happening in our community and organization:

- The City of Grande Prairie will be embarking on a new Police Service model. Information can be found here: <https://www.gppolice.com/>
- Grande Prairie is embarking on the creation of an Urban Forest Strategy that will safeguard, enhance, and celebrate our urban forest for generations to come. More information can be found here: <https://engage.cityofgp.com/foreststrategy>
- We have engaged a consultant on a Storm Drain Master Plan. More information can be found here: <https://engage.cityofgp.com/stormdrainage>
- We have a Municipal Leadership Academy, which focuses on enhancing the leadership proficiency across all members of the organization.

Proposed intern activities

We want you as our intern to be exposed to many of the projects and initiatives you will be undertaking. We also aim to harness your passion and strengths when determining your impact on a particular project. We believe there is value in having you serve in the following areas:

- Develop administrative reports and/or present to council and/or organizational committees.
- Lead and manage important organizational projects: Space allocation, Data integrity, and Emergency response
- Participate in job shadowing and public engagement initiatives.
- Participate in management and leadership team and internal and external stakeholder meetings.
- Research municipal best practices and support the review and development of administrative, council, bylaws, policies, and procedures.

Employment Details

Work arrangements: Our intern will primarily work within the office. Staff are provided the opportunity to work from home in a hybrid (work from office and work from home) model.

Driver's Licence: Yes, but if this is a concern it can be addressed during the hiring process to work through appropriate accommodations.

Public Transit: Yes! More information can be found here: <https://cityofgp.com/roads-transportation/public-transit>

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What the city of Grande Prairie is looking for in a candidate

- We are looking for someone who will align to our guiding beliefs: Service/Caring, Integrity, Fun, Cooperation, Flexibility.
- We are looking for someone who is passionate about making a difference for the citizens we serve.
<https://cityofgp.com/city-government/working-city/guiding-beliefs>
- We are also looking for the following:
 - Adaptability: Our work environment is dynamic, and interns should be adaptable and open to new challenges.
 - Team Player: Cooperation is a key aspect of our organization's culture. Interns should be team players who can work harmoniously with diverse groups of people to achieve common goals.
 - Initiative: We appreciate interns who are proactive and take initiative in identifying and solving problems. Candidates who demonstrate a strong work ethic and a drive to make a meaningful impact will thrive in our organization.
 - Analytical Skills: Interns may need strong analytical and problem-solving abilities. Whether it's data analysis, policy research, or project management, the capacity to analyze information critically is valuable.
 - Technical Proficiency: Proficiency in relevant software tools or technical skills may be required. Candidates who possess these skills can contribute more effectively to the organization.
 - Passion for Public Service: We value staff who are passionate about public service and making a positive impact on their community. A genuine interest in our municipality's strategic priorities is important in a successful match.
 - Attention to Detail: In many aspects of our work, attention to detail is crucial. Interns should be meticulous in their work to ensure accuracy and quality in their contributions.
 - Problem-Solving Abilities: Our interns may encounter complex challenges. Those who demonstrate problem-solving skills and a willingness to explore creative solutions are highly regarded.
 - Ethical and Professional Conduct: We expect interns to uphold the highest ethical and professional standards in their interactions with colleagues, the public, and stakeholders.
 - Time Management: Efficient time management is essential to balance the demands of an internship with academic or personal commitments. Interns should be able to prioritize tasks effectively or be comfortable asking for support when determining priorities.
 - Leadership Potential: We appreciate candidates who show leadership potential and the ability to take on responsibilities as they gain experience.