



Municipal Internship Program – Host Profile

Town of Coalhurst

Program stream: Finance Officer

<https://coalhurst.ca/>

*Coalhurst is a growing community burgeoning with possibilities.
Small-town living is complemented with city amenities on the outskirts of Lethbridge and the Rocky Mountains,
less than an hour and a half away.*

About the Town of Coalhurst

Interns will have access to Oldman River coulees/river bottom, Waterton National Park, West Lethbridge recreation facilities, and University of Lethbridge recreation facilities. All major and minor services can be found in Coalhurst or in neighboring Lethbridge, which is a 10-minute drive east.

About the Town of Coalhurst as an employer

The Town of Coalhurst organizational culture fosters growth, improvement, unity, and fun. As well, if you are thinking about pursuing your CPA designation, we will ensure you have the right tasks to meet the experience qualifications and support you with the use of professional development funds.

Please see our [Town of Coalhurst careers page](#) to learn more about our organization.

What's happening in the town of Coalhurst?

One big project we have is the development of a 40-acre storm pond/park/recreational area.

Proposed intern activities

Some of the projects and tasks we have for our intern include:

- revamp of existing and outdated bylaws and policies
- improved financial reporting processes
- grant applications and reporting
- financial system implementation
- website/communications upgrade
- community events

Employment Details

Work arrangements: Our intern will be expected to work in the office.

Driver's Licence: Required

Public Transit: No public transit available.

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

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Classification: PUBLIC



What the town of Coalhurst is looking for in a candidate

:

- problem-solving skills,
- critical thinking skills
- interested in municipal government
- detail-oriented
- technical writing abilities
- go-with-the-flow attitude
- interpersonal communication skills