



Municipal Internship Program – Host Profile

Town of Olds

Program stream: Administrator

<https://www.olds.ca/>

*Are you ready for a transformative experience that blends professional growth with the charm of a welcoming community?
Look no further! Our municipality is not just offering an internship opportunity – we're inviting you
to become an integral part of a dynamic, forward-thinking team dedicated to shaping the future.
Nestled in the heart of Alberta, our vibrant and progressive town boasts a rich tapestry of culture,
thriving local businesses, and a tight-knit community spirit that sets us apart.
Olds has been recognized as one of the Top Livable Places in Canada.
Additionally, Olds College of Agriculture and Technology has secured its position as one of the
Top 5 Research Colleges in the country. This isn't just a job; it's a chance to contribute
to something meaningful while embracing the warmth and authenticity that defines life in our unique town.
Explore your potential, forge lasting connections, and embark on a rewarding journey
that goes beyond professional development.
We don't just want you to work with us; we want you to belong.
Come make your mark in the Town of Olds – where your career aspirations meet a lifestyle that feels like home.*

About the Town of Olds

Olds offers an abundance of recreational opportunities. Whether you enjoy a hike through the Town's extensive trail system, participating in a variety of sports, touring historic Uptown Olds, or taking your dog for a romp through the off-leash park, Olds has it all. Residents and visitors can enjoy many summer and winter recreational facilities. Check out the Olds Aquatic Centre, sportsplex, splash park and curling rink, or follow the trail system that leads you to the skatepark, , horse shoe pits, baseball diamonds, soccer pitches, football fields and more. Olds is a short drive to the majestic mountains, several beautiful lakes, the back country of the foothills, and the beautiful Alberta Badlands.

Olds is home to Olds College of Agriculture and Technology, which has been named one of the Top 5 Research Colleges in the country. We have our own hospital, many medical clinics, pharmacies and other healthcare facilities, fantastic local businesses that offer everything you may require from restaurants, specialty shops, major grocery and box stores, and service providers for your daily needs. Olds hosts many events, festivals and cultural activities throughout the year. Some exciting examples of our events include a huge Canada Day and National Indigenous Days, Oldstoberfest, Olds Fashioned Christmas, and Alberta Culture Days.

About the Town of Olds as an employer

Our municipal organization takes pride in fostering a collaborative and inclusive culture where all individual's contributions are valued. We prioritize transparency, open communication, and teamwork to achieve our shared goals of serving the community effectively. We recognize the importance of staying ahead in a rapidly evolving world. Embracing innovation is a key aspect of our culture. We encourage employees to think creatively, explore new ideas, and contribute to the continuous improvement of our services. We understand the importance of maintaining a healthy work-life balance. While we are dedicated to delivering excellent public service, we also prioritize the well-being of our employees, offering flexibility and support to ensure a positive work environment. Integrity is the foundation of our organization; we uphold the highest ethical standards in all our actions and decisions. Trust and accountability are central to our culture, both within the organization and in our interactions with the community. Overall, our municipal organization is a dynamic and supportive workplace where you will have the opportunity to

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

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contribute meaningfully to the community, grow as a professional, and work alongside dedicated colleagues who share a passion for public service.

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

What's happening in the Town of Olds?

In the Town of Olds, we are in the beginning stages of planning for a new multi-plex, in partnership with Olds College and Mountain View County.

Proposed intern activities

- **Research and Analysis:** The intern will be tasked with researching local government policies, regulations, or best practices related to specific issues. This will help them develop a deep understanding of the municipal context and how decisions are made.
- **Community Engagement:** Involving interns in community engagement efforts provides them with a firsthand experience of how local government interacts with residents. This might involve organizing public meetings, surveys, or outreach programs.
- **Policy Development:** Our intern will assist in the development of new policies and the review of existing ones. They will participate in drafting policy documents, conducting policy analysis, and evaluating the potential impact of proposed changes.
- **Project Management:** Assigning interns to specific projects within the organization can provide them with a taste of project management, where they learn to coordinate tasks, manage timelines, and work with interdisciplinary teams.
- **Budgeting and Finance:** Involvement in budgetary processes will help the intern understand how municipal finances work. They can assist in budget preparation, expense tracking, or financial reporting.
- **Public Relations and Communications:** The intern will gain experience in public relations by assisting with press releases, social media management, and communication strategies for our current initiatives.
- **Asset Management**
- **Program Development:** This is an ongoing process that requires commitment, resources, and collaboration among departments. When implemented effectively, it can lead to better asset performance, cost savings, and improved service delivery for your community. Our intern will have an opportunity to take the lead on the new initiative that we are working on.

Employment Details

Work arrangements: Our municipality prioritizes in-office work, especially for roles that involve close collaboration with various departments, interactions with the public, and access to on-site resources. However, we realize it's essential to consider the evolving landscape of work arrangements, which has been influenced by factors such as technology and the preferences of the workforce. We will consider an adopted hybrid work model that allow employees to work both in the office and remotely.

Driver's Licence: Required

Public Transit: No public transit available.

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What the Town of Olds is looking for in a candidate

- **Communication Skills:** Effective written and verbal communication skills are crucial. Interns often need to interact with team members, residents, or other stakeholders.
- **Adaptability:** Interns should be adaptable and open to learning. The ability to quickly grasp new concepts and adapt to changes in tasks or priorities is valuable.
- **Initiative:** Interns are expected to take the initiative to go above and beyond assigned tasks. Being proactive and taking ownership of projects will be noticed.
- **Teamwork and Collaboration:** Interns often work in collaborative environments. Being able to work well in a team, share ideas, and contribute to group projects is essential.
- **Problem-Solving Skills:** We value interns who can identify and solve problems independently. Being resourceful and finding creative solutions makes a positive impression.
- **Time Management:** Interns typically handle multiple tasks and deadlines. Strong time management skills, ability to prioritize and meet deadlines is crucial.