

Municipal Internship Program

2025 Host Profile for City of Beaumont ([website](#))



Community

Beaumont is a vibrant and growing municipality located just minutes south of Edmonton, Alberta. Known for its unique French heritage and charming architectural style, Beaumont blends small-town hospitality with modern amenities. It offers a family-friendly atmosphere, a strong sense of community, and a commitment to sustainability. With excellent recreational facilities, extensive walking and biking trails, and a range of cultural and community events, Beaumont is an ideal place to live, work, and play. Recent post-secondary graduates will find a welcoming community that

fosters innovation and entrepreneurship, with numerous local businesses and initiatives designed to support newcomers. Whether you are looking for a peaceful lifestyle close to nature or proximity to the amenities of a major urban center, Beaumont offers the best of both worlds.

Beaumont offers exceptional **recreational** facilities, including the Beaumont Sport & Recreation Centre with an indoor climbing gym, fitness center, ice rink, indoor track, and pool. The Ken Nichol Regional Recreation Centre features two ice rinks and curling facilities. The city provides access to tennis, pickleball, cricket, basketball, soccer, ball diamonds, and outdoor skating rinks. The City of Beaumont celebrates its vibrant **culture** through events like the Beaumont Music Festival, ESO Outdoors, Beaumont Days, Brighten Up Beaumont, and the Art Walk. The Beaumont Municipal Library is a cornerstone of the community, offering diverse programming and resources. With over 84.5 hectares of parkland and 33 kilometers of asphalt trails, Beaumont is perfect for **outdoor** enthusiasts. Four Seasons Park features a trout-stocked lake, multi-sport fields, baseball diamonds, a sand volleyball court, picnic and day-use areas, concessions, a playground, and kilometers of multi-use trails. It also hosts the Beaumont Music Festival and Canada Day Celebrations. Beaumont boasts boutique **shops** and a variety of **dining options**, from cozy cafés to international cuisine. A standout is Chartier, a French-Canadian restaurant that has been recognized as Avenue Magazine's Best New Restaurant, nominated for Canada's Best New Restaurants by enRoute Magazine and was featured on Food Network Canada's Big Food Bucket List.

Municipal Projects

The intern will contribute to the Council policy review project by conducting research, drafting policies, and preparing detailed reports. They will also assist with intergovernmental research and analysis, ensuring thorough evaluations of regional and governmental issues, as well as preparing monthly intergovernmental reports to provide Council with accurate and timely updates. Additionally, the intern will have the opportunity to attend intergovernmental meetings and participate in some Council meetings, gaining firsthand insight into municipal governance. The intern will also support election preparations and assist with conducting the election, contributing to a smooth and successful process. Furthermore, they will be involved in significant long-term initiatives such as the Comprehensive Growth Plan project, the Innovation Park project, and the Joint High School project, where they will assist with research, planning, and coordination efforts.

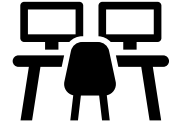


The Top Three

The ideal candidate will have **exceptional communication skills**, including strong written communication and the ability to build meaningful relationships in a professional environment. Collaboration with diverse stakeholders, both internal and external, is essential to the role, and the ability to clearly convey ideas and insights will set the candidate apart. We are also looking for **strong analytical and research skills**, which are critical for evaluating information, providing well-founded recommendations, and navigating complex municipal issues. An interest in local politics, advocacy, and regional relationships demonstrates an understanding of the broader context of municipal governance and adds value to this position. Lastly, **adaptability and professionalism** are key. The candidate should be comfortable using technology such as SharePoint, Microsoft Word, Excel, Outlook, and research databases to enhance efficiency and collaboration. They must also handle confidential situations with discretion, respect, and sensitivity, fostering trust and maintaining professionalism in all interactions.

Work

The City offers a hybrid work program that allows staff to work from home up to three days per week, subject to approval. Participants must have a safe and dedicated home workspace. Staff are responsible for furnishing their workspace with any additional equipment needed, such as monitors, desks, or ergonomic chairs.



Accommodations

The City of Beaumont is centrally located and only minutes from Edmonton and the City of Leduc, offering a variety of housing options to suit different lifestyles and budgets. Within Beaumont, there are rental apartments, townhomes, and single-family homes available. For interns requiring assistance, the City can provide information on local rental listings and connect them with reputable real estate agents. Additionally, Beaumont's proximity to Edmonton and Leduc expands the range of housing options, with both cities accessible within a 15–30-minute drive. Public transportation between Beaumont and neighboring municipalities is also available for those who prefer not to drive.

Equity, Diversity, and Inclusion

Beaumont is committed to fostering an inclusive and equitable workplace and community. The municipality has implemented EDIA policies and resources, including regular staff training and accommodations for individuals with disabilities. Beaumont's recruitment practices emphasize diversity, ensuring equal opportunities for all.

Explore what makes Beaumont special through these highlights:

[Living in Beaumont](#) [City of Beaumont](#) [Beaumont Careers](#)

Workplace

"Being a part of the City of Beaumont team has been one of my most eye-opening and rewarding experiences. From working on projects that make a difference in the community, such as a comprehensive growth plan or digital accessibility needs assessment, to being empowered to try new things by a passionate team and leadership who are invested in my development, Beaumont has been my opportunity to learn and grow professionally alongside a rapidly growing city and to make a positive impact now." - 2023-2024 Municipal Intern

Transportation

Public transit is available through commuter routes to Edmonton. For routes and schedules, please visit: [Beaumont Transit Routes and Schedules](#). While a driver's licence and personal vehicle are not required, they are strongly recommended. Beaumont does not have a local transit system, and the City's administrative offices and services are spread across multiple locations, making a vehicle the most convenient option for navigating within the community.

Salary

The City of Beaumont is offering a competitive annual salary.