

Municipal Internship Program

2025 Host Profile for Camrose County ([website](#))



Community

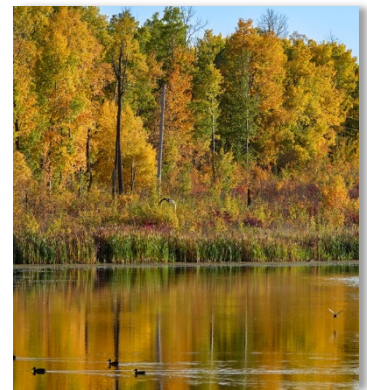
Camrose County is a rural municipality located in Central Alberta with a population of approximately 8500 residents. The north end of the County begins 40km southeast of Edmonton and continues south to Buffalo Lake. The County Administrative Building is located in the City of Camrose, 80km southeast of Edmonton. The landscape of the County varies between wetland and farmland with the Battle River running through the central and southern portions of the County. The economic foundation of Camrose County is predominantly agriculture. The County has many farms, rural acreages, and small urban living in our County Hamlets. In addition to agriculture, many residents of the County work in the various industries found in City of Camrose and the Edmonton Region.

Located less than an hour from Edmonton, the County provides the benefits of a small-town life but is close enough to provide the additional amenities of a larger city within driving distance. In addition to this there are numerous parks and lakes in Camrose County and the surrounding region which provide recreational opportunities such as hiking, fishing, kayaking, and more.

The Camrose County office is in the City of Camrose, which has a population of about 19,000 residents and has all the amenities of a small city such as grocery stores, restaurants, a pool, and recreation facilities. There are numerous rental opportunities in the City of Camrose for a reasonable price as the City of Camrose is home to the University of Alberta Augustana campus. Within the Camrose region, you'll find Pelican Point on Buffalo Lake which offers camping, boating, and fishing opportunities. Another point of interest is Miquelon Lake Provincial Park which has a campground and many hiking trails. Elk Island National Park and Cooking Lake-Blackfoot Provincial Recreation Area are just north of Camrose County and provide many recreational opportunities.

Municipal Projects

One of the main initiatives that the intern will be involved in is the County's asset management program. This will primarily revolve around improving the business processes that County staff follow to collect and manage data on County owned assets such as the thousands of kilometres of roads or water and wastewater infrastructure. Another main project will be the 2025 Election where the intern will help support staff in preparing for and participating in the municipal election process. Additionally, there may be a dissolution of a Village in the County, which would provide the intern opportunities to help in the transition process.



The Top Three

Camrose County is looking for a candidate that is **self-motivated, independent**, and has **strong communication skills**. The County operates within a small office which will have the intern involved in many aspects of municipal administration. The ideal candidate will be a generalist who is willing to do a large variety of tasks. While there will always be resources available to help when necessary, many of the projects at the County will require the candidate to find creative solutions and implement them on their own initiative. The candidate will also need strong interpersonal communication skills to work with other staff members, understand their needs, and communicate with staff throughout the projects they are working on.

Work

The successful intern will be expected to work primarily in the office.

Accommodations

The City of Camrose has many rental opportunities available, which can be found online through rental websites and social media posts. There are also numerous smaller communities around the City of Camrose that may have more affordable rent but fewer amenities. Alternatively, a longer commute of 45-60 minutes is possible from the southeast end of Edmonton, Leduc, or Beaumont.



Want to learn more about this vibrant community? Here are some links to explore:

[In Camrose County](#) [Tillicum Beach, Camrose County](#) [Go East of Edmonton, Camrose County](#)
[Camrose County Facebook Page](#) [Camrose County](#)

Workplace

“Camrose County has been a great place to work for the past 20 years. I started here right out after post-secondary school, and it has grown from a first-time job into a career. I have been given the opportunity to work with all departments within Camrose County and have seen many changes throughout the years. A career with Camrose County offers not only rewarding work but also many great perks such as a great work schedule and excellent benefits package. The area of Camrose County is a very nice community with many farms, some nice recreation areas and is near to larger urban areas such as Edmonton.” – Jordan Bassett, GIS/GPS Coordinator

“I am a newbie at Camrose County, having joined the team in March 2024, but in my short time here, the County has proven to be an engaging and enjoyable workplace to be a part of. I have received such a warm welcome from the staff, as well as the rate payers I serve each day, and I am thrilled to have joined such a collaborative and supportive team. I highly recommend Camrose County as a dynamic place to work, especially for those seeking an organization that ‘feels like family.’” ~ Jackie MacDonald, Administrative Assistant, Public Works and Protective Services

Transportation

The City of Camrose has limited transit and Camrose County has none. As a result, the intern will require a drivers licence and a vehicle. The County has vehicles available for administrative staff when work-related travel is required, but personal travel will require the intern to have access to a personal vehicle.

Salary

Camrose County is offering an annual salary range of \$59,132.25 to \$73,421.78 based on education and previous experience.