

Municipal Internship Program

2025 Host Profile for County of Grande Prairie No. 1 ([website](#))



Community

The County of Grande Prairie has a lot to offer, from our rich local history and agricultural heritage to entertaining events, facilities, and recreation opportunities. Established in 1951, the County of Grande Prairie was the first county in Alberta. We are also home to one of the richest areas for dinosaur fossils in western Canada. The County of Grande Prairie's forests, valleys, vast open spaces, and picturesque rivers and lakes promise a welcome escape from our busy lives - whether visiting from afar, or enjoying a staycation. Explore a multitude of paved and natural trails; gear-up for

high-adventure on a snowmobile, ATV or boat; venture out to a festival or rodeo; visit a dinosaur bone bed; or relax on the golf course or at one of our campgrounds. A diverse arts and culture scene offers a breadth of options ranging from world-class museums, to local and international entertainers and artists, to local crafts and produce at one the many farmer's markets. Across the County you'll find attractions, events and facilities that promote well-being and healthy lifestyles for all ages.

The County of Grande Prairie and our neighboring municipality, the City of Grande Prairie, offers the following amenities and attractions: ice rinks, soccer pitch, ponds, baseball diamonds, fitness gyms, swimming and courts. There are campgrounds, playgrounds and parks located throughout the County as well as libraries, museums, theatres, other entertainment facilities and a wide variety of shopping and services.

Municipal Projects

The intern would be involved in a full budget cycle from initial development to interim budget and final budget approval. This would include working with the departments, developing budget documents and being a part of budget deliberations. The intern will also work on a year-end audit engagement that includes preparing audit documents and financial statements.

The Top Three

The top three qualities that we are looking for in a candidate include: 1. A fun and *outgoing* individual that brings positivity to our team. 2. An individual that is *motivated to learn*, ask questions and get involved. 3. An individual that is willing to *bring new ideas* to the table where improvements can be made.

Work

The anticipated work arrangement is primarily working in the office. Our team currently works full time in the office, however there is flexibility to work from home when needed.

Accommodations

We can support the intern by providing information on rental options that are available.

Equity, Diversity, and Inclusion

The County of Grande Prairie is committed to fostering a workplace where all employees are treated with respect and dignity. The County recognizes the diversity of our community and believes that all members of our community have the right to live, work and conduct business in an environment that supports their fundamental rights, personal worth and human dignity. The County values an inclusive and diverse workplace and is an equal opportunity employer.



Visit the [County of Grande Prairie website - Living In Our Community](#) to learn more about the range of services and programs that provide a high quality of life for residents. Check out the [Employee Attraction Video](#) that showcases employee experiences. The [County of Grande Prairie No. 1 Facebook page](#) and [County of Grande Prairie YouTube page](#) are also good resources to learn more about the county.

Workplace

Here are two insights from Financial and Business Planning Services staff on what it is like to work at the County of Grande Prairie:

“I have found working at the County of Grande Prairie to be very educational. I have had opportunities to gain a vast array of experience to grow my skills and career in finance as well as gain a deeper understanding of local government. The County has a unique blend of different municipal outlooks, with multiple hamlets as well as urban and rural development that can really round you in your professional abilities.”

“The County of Grande Prairie has been a positive place to work. The culture is one of innovation and collaboration. We are encouraged and supported in participating in team building, professional development, problem solving, as well as maintaining a healthy work/life balance.”

Transportation

There is public transit in our bordering municipality the City of Grande Prairie, however, there is no public transit in the County of Grande Prairie. The intern will require a driver's licence and a vehicle to drive to the Administration office.

Designation

If the intern is interested in pursuing the CPA designation, we are able to support them through mentoring, supervision, and providing applicable tasks to gain experience. Financial support may be provided, if approved.

Salary

The municipality of County of Grande Prairie No. 1 is offering an annual salary range of \$68,723 - \$80,844, based on education and previous experience.

