

# Municipal Internship Program

## 2025 Host Profile for Town of Hinton ([website](#))



### Community

Nestled amidst the foothills of the Canadian Rockies, Hinton offers an exceptional blend of career satisfaction and an enchanting natural environment. Embrace a fulfilling work-life balance where your professional growth aligns seamlessly with the joy of exploring pristine trails, fishing in crystal-clear lakes, and immersing yourself in a welcoming community of fellow adventurers. Hinton beckons you to build a life you'll cherish, where passion for your work intertwines with the love for the incredible wilderness that adventurers like you call home.

Town of Hinton offers many main attractions, including: the three-kilometre-long Beaver Boardwalk (the longest freshwater boardwalk in Canada), the Mary Reimer Memorial Rodeo, the Wild Mountain Music Festival, and the acclaimed Hinton Mountain Bike Park. There are endless options for camping, hiking, skiing, fishing, water sports, hunting, and off-road vehicle riding. The Town also has phenomenal soccer, ball, and hockey groups, and offers unparalleled mountain biking opportunities, making Hinton a mountain biking mecca. Thanks to strong municipal leadership, the Town of Hinton is proactively planning and developing to ensure success and sustainability.

### Municipal Projects

The successful intern will play an integral role in the entire process of developing the 2026 budget. The intern will actively participate in the 2025 election process, Council orientation, and the development of the strategic plan for 2025-2029. Additionally, as one of the top two communities most at risk for wildfires, the Town of Hinton places a strong emphasis on emergency preparedness. In 2025 and 2026, you will contribute to training initiatives, process improvements, and overall emergency management readiness.

### The Top Three

There are three qualities that would set candidates apart: strong analytical skills, adaptability, and communication. The successful intern will be involved in developing the 2026 budget and contributing to process improvements, which requires the ability to analyze data, and organize complex information. Attention to detail and proficiency in managing multiple tasks will be crucial. With responsibilities in election processes, Council orientation, and emergency management, you will need to be flexible and eager to take on diverse roles. The ability to learn quickly and adapt to new challenges is key. Lastly, communication skills to articulate ideas clearly, and foster collaboration across teams is going to be crucial when engaging with diverse stakeholders and the public.

### Work

The Town recognizes the value of providing broader worksite options and flexible arrangements, where possible, to enhance the Town's ability to attract and retain skilled employees. Remote Work arrangements are established by the Town to enable employees to achieve a more successful balance between work responsibilities and personal life. The Municipal Intern will work primarily in the office, however a hybrid work arrangement may be implemented in certain situations.

### Accommodations

There is free temporary accommodation at the Firehall dormitory for the successful candidate to live while they are looking for a suitable place to stay. The Town will help recommend places to rent through word of mouth, that are not available online. No matter where the successful



candidate stays, the commute will be a maximum of 10 minutes to the Government Centre Building.

### Equity, Diversity, and Inclusion

The Town of Hinton has an equity, diversity, inclusion, and accommodation statement, found in our policies. The Town of Hinton is committed to the fundamental principles of equal employment opportunity. The Town is committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance free from discrimination or harassment because of race, colour, ancestry, place of origin, religion, gender, gender identity, gender expression, sexual orientation, age, marital status, source of income, family status, physical, or mental disability. These principles apply to all aspects, terms, and conditions of employment at the Town. The Town of Hinton is an equal-opportunity employer and encourages applications from all qualified individuals. We are committed to providing a diverse and inclusive work environment where every employee feels valued and respected. Special accommodations will be considered upon request.

Check out these links to learn more about the [Town of Hinton](#), Alberta, which is located on the Yellowhead Highway in the Athabasca River Valley, approximately 30 km east of Jasper National Park gates, and 300 km west of Edmonton. The community is inclusive, celebrating an abundance of art, culture, and [outdoor recreation activities](#).

### Workplace

Here are a couple of quotes from staff that will give you a sense of our workplace.

Hey Future Town of Hinton Intern, I'm so excited at the prospect of getting to know you if you come to work with us! First, let me say I didn't realize how big I hit it when I got placed in Hinton considering it's proximity to the Rocky Mountains and next level outdoor sporting. Secondly, I cannot speak highly enough for how the Municipal Internship Program set me up for success. Hinton is a municipality that has maybe 160 employees at any given time: I got to know the different Departments and Service Branches exceptionally well while working on diverse projects and initiatives across the organization. This experience helped me cultivate a 360-degree perspective of how the organization functions, from the front line user to the decision-making process of Council. I understand that after graduation from university the title of intern on a temporary contract might not be the most enticing, but a previous municipal intern whose stayed in the field said it best: he wishes that all his colleagues had gone through the program because it sets you up for immense career success. – Heather Mark, Recreation and Culture Supervisor



As a long-term employee, I've often been asked why I've stayed with the Town for so long. Every career and workplace comes with its challenges and rewards, but what truly stands out to me about the Town of Hinton is the exceptional sense of care and commitment among its people. There is a genuine dedication to our community and to one another, and that, to me, is what really matters when you spend so much time at your job. – Mindi Petkau, Planning Technologist

### Transportation

It is recommended that you have a driver's licence and a vehicle, however, it is not required. In 2009, the Hinton Transit System became a permanent service for the residents of Hinton.

### Salary

The municipality of Town of Hinton is offering an annual salary of \$60,000. Increases to cost of living adjustments (COLA) next year, will be included in the salary