

Municipal Internship Program

2025 Host Profile for the Municipal District of Wainwright No. 61 ([website](#))



Community

In the M.D. of Wainwright, Alberta, you'll find a tranquil escape where history and nature intertwine. Each community boasts unique attractions, from museums to breathtaking landscapes, offering a serene yet engaging environment. Here, the balance between work and relaxation is achieved amidst the backdrop of Alberta's countryside. The Wildlife Society's Recreational Trail System is a highlight, providing extensive trails for hiking, biking, cross-country skiing, and snowshoeing, making it an all-season destination for adventure seekers. These activities offer physical engagement and an opportunity to immerse oneself in the Alberta outdoors. The M.D. of Wainwright's economy is diverse with the Energy Sector, Agriculture, and our partners at the 3rd Division Support Base creating a wealth of opportunities for residents. There are many amenities located within a short commute. Take your time back and enjoy these outside of work.

Municipal Projects

The Municipal District of Wainwright has three key projects that will allow the intern to grow their skills in Municipal Administration. The intern will be assisting with our Asset Management program to review policies that pertain to Asset Management and ensure the data is updated. We recently updated our Land Use Bylaw and the intern will work with our Director of Development Services to update and create relevant Development policies, procedures and work flows. The intern will also work on key bylaws for the MD of Wainwright, these include an updated procedural bylaw, a purchasing bylaw or policy, and an electronic meeting bylaw.

The Top Three

The first quality that the candidate must possess is the *desire to work hard*. We have a smaller staff so everyone is expected to offer their best each day.

The second quality is *team work*. Since we are a smaller staff we help each other complete tasks and receive a significant amount of cross training and diversification in tasks.

The final quality that is desired is *an eagerness to learn*. We want a candidate that will ask questions, want to learn and grow. We plan on offering significant training to the candidate.

Work

Staff work out of their respective offices and work sites and likewise the anticipated work arrangement for the intern is to work in the office, with travel to conferences.

Accommodations

With our proximity to the Military base and oilfield activity there are a lot of rentals available. There are also smaller Villages to explore, if you prefer staying in a smaller community. We have staff who are very experienced working with local landlords and are prepared to work with them to ensure housing is found.



Equity, Diversity, and Inclusion

The Municipal District of Wainwright employees all people. We are looking for the best candidate. We are proud of all our staff and the diversity they bring to our work.

Want to learn more about the M.D. of Wainwright? Here are some links where you can explore more about this vibrant community.

This [Wainwright Feature Video](#) showcases the Town of Wainwright. This video, "[Edgerton, Alberta: A Journey Through History and Community](#)", highlights the history of the Village of Edgerton. This article, "[The unique hockey connection between Irma, Alberta, and Seattle](#)", highlights Irma, a small town that has three players in NHL level hockey playing in Seattle.

Workplace

This municipality is truly exceptional when it comes to teamwork and support. We thrive on a culture of collaboration where everyone is willing to step in and help each other with the workload whenever needed. The camaraderie among us creates an environment of trust, respect, and positivity making every challenge easier to tackle together. It's inspiring to be part of a team where people genuinely care about each other's success and well-being. We foster not only professional growth but personal connections as well! - Dana Smith, Director of Development Services

I joined the M.D. of Wainwright in July, so I'm still relatively new. I've found it to be a welcoming environment, with positive people who make me feel part of the team. That really makes a difference! I appreciate the reasonable hours and the focus on maintaining a quality work/life balance. Plus, there is encouragement for learning and I've been given the opportunity to attend a number of conferences and educational events, which have been very beneficial. I'm looking forward to staying with the MD for many years to come! - Kaitlin Hirsekorn, Assistant Agricultural Fieldman

Transportation

The intern is required to hold a valid driver licence for the duration of the contract and have means to transport themselves to and from work.

Salary

The Municipal District of Wainwright NO. 61 is offering an annual salary range of \$65,000 to \$75,000 based on education and previous experience.

