

Municipal Internship Program

2025 Host Profile for County of St. Paul ([website](#))



Community

The County of St. Paul is a close-knit region centrally located in Northeast Alberta, roughly 200 kilometres from Edmonton, offering the best of rural living. The Town of St. Paul is the major business centre of the County, which also includes the Town of Elk Point and the Hamlets of Ashmont, Heinsburg, Mallaig, Lafond, Lindberg, St. Lina and the Summer Village of Horseshoe Bay. The area is the ideal destination for the adventurous, with its wealth of provincial and municipal parks, trails, and campgrounds. The advantages of living in the County include country

living with access to excellent resources for education, medical, social, and recreational programs as well as a variety of amenities to satisfy your retail and service needs. The County of St. Paul also boasts a strong people-oriented community with various activities throughout the year.

The County of St. Paul, an outdoor recreation hotspot, provides ample opportunity to explore our region. Home to the Southeast Region of the Alberta Iron Horse Trail, residents and tourists alike can enjoy and explore the trail using side-by-sides and snowmobiles to horse riding and biking. The County of St. Paul manages the Floatingstone, Lac Bellevue, Stoney Lake, and Westcove at Vincent Lake campgrounds— each offering a unique experience. In the Town of St. Paul, cultural facilities include the St. Paul Visual Arts Centre, St. Paul Historical Museum, People’s Museum Society, St. Paul & District Arts Foundation and the Mannawanis Friendship Centre. Other attractions include the The Landing Pad and Mother Teresa House. For swimming fun, you can always check out the St. Paul Aquatic Centre. Seasonally, the Clancy Richard Arena will host public skating, and for warmer months, visit our Splash Park, the St. Paul Golf Course, or our newly built Skatepark. For history buffs, Elk Point has provincial historic sites that can’t be missed, like the Fort George-Buckingham House and Peter Fidler Statue. For cultural facilities, check out the town’s Mural Park and Elk Point Allied Arts Centre. For summer months, visit the Splash Park, the Elk Point Gold and Country Club, or stay at the Elk Point Campgrounds.

Links of Interest

Want to learn more? [Here are some links where you can explore more about this vibrant community.](#)

[County of St. Paul](#)

[County of St. Paul Facebook](#)

Municipal Projects

The intern will be supporting the development of a service catalogue for the municipality, providing the intern with an opportunity to learn about the services offered by the municipality, and how those services are provided. Once completed, this document will support strategic planning and levels of service discussions with Council. The intern will also be directly involved in the 2025 Municipal Election process. In addition to these identified projects, the intern will have the opportunity to be involved in many other projects that arise during the internship and align with their skill set.

The Top Three

The ideal candidate for this position will exhibit a **strong understanding of municipalities** in Alberta, and how they work with residents/ratepayers along with other orders of government. Using your enthusiasm for learning and constant development, you will be given an opportunity to put your skills to work in **identifying and solving problems**, while **bringing innovative solutions** forward.

Work

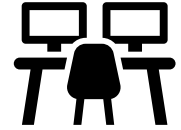
It is expected that the intern will be primarily in the office. Work from home arrangements may be available in extenuating circumstances.

Accommodations

Once the successful intern has been identified, the County will provide support through our contacts with local apartment complexes where we have secured housing for past interns in our Municipality.

Equity, Diversity, and Inclusion

The County of St. Paul's Diversity & Inclusion Policy guides us in creating a diverse, inclusive, and safe workplace, ensuring equal opportunities and fostering connection to successfully achieve our vision as the leader of rural success. In conjunction with this policy, the County is also guided by the following: • Harassment, Bullying, Violence and Discrimination in the Workplace Policy • Duty to Accommodate Policy • Fit for Work Policy • Code of Conduct, Ethics, and Conflict of Interest Policy • Conflict Resolution Procedure • Recruitment and Selection Policy



The County of St. Paul strives to be a trailblazing and welcoming region - a leader in rural success - with an outstanding commitment to community. We are a strong, trusted partner for our residents, businesses, communities, and neighbours, working each and every day to create opportunities and desirable rural experiences. The County provides a range of programs and services to residents in areas of administration, public works, and community services. These programs and services recognize the unique rural needs of our residents, such as development permits for continued growth; well-maintained roads for personal, industrial, and agricultural traffic to access and use safely; and an Ag Service Board to bring community concerns regarding agriculture to the Province. The County of St. Paul Administration and Public Works offices are located in the Town of St. Paul.

Workplace

"The County is such a close-knit group, with everyone looking out for each other and helping where they can. This 'I'll help!' mentality has built such a learning environment that many of the staff have grown and launched their long-term careers here while creating meaningful friendships and connections. I appreciate how close we all are, how well we get along, and how much trust we have in each other." – Crystal St. Arnault



Transportation

The Town of St. Paul does not have public transportation. It is beneficial for the candidate to have their driver's licence and a vehicle, however this is not a requirement.

Salary

The County of St Paul is offering a competitive annual salary.