



<https://www.internshipcanada.online/job/city-of-burnaby-internships/>

City of Burnaby Internships 2025 New Hiring

Description

The City of Burnaby is offering exciting internship opportunities for motivated individuals looking to gain valuable experience in municipal administration. As an intern with the City of Burnaby, you will have the chance to immerse yourself in various departments and projects, contributing to the vibrant community of Burnaby while honing your skills and knowledge in your chosen field.

Responsibilities

- **Project Support:** Assist in the planning, execution, and evaluation of projects within your designated department. This may include research, data analysis, and report writing.
- **Administrative Tasks:** Provide administrative support as needed, including but not limited to scheduling meetings, drafting correspondence, and maintaining records.
- **Collaboration:** Work closely with team members and supervisors to achieve project objectives and contribute to departmental goals. Collaborate effectively with colleagues from diverse backgrounds and disciplines.
- **Learning and Development:** Take advantage of learning opportunities offered during the internship to expand your knowledge of municipal governance, urban planning, public administration, or other relevant areas.
- **Community Engagement:** Participate in community events, outreach activities, and public consultations to gain insight into the needs and priorities of Burnaby residents.

Qualifications

- Currently enrolled in a relevant undergraduate or graduate program (e.g., Public Administration, Urban Planning, Political Science, Environmental Studies, Communications).
- Strong communication skills, both written and verbal.
- Excellent organizational and time management abilities.
- Proficiency in Microsoft Office Suite and other relevant software.
- Demonstrated interest in local government and community development.
- Ability to work independently and as part of a team.

Job Benefits

- Hands-on experience in a dynamic municipal environment.
- Mentorship from experienced professionals in your field of interest.
- Networking opportunities with City staff and community stakeholders.
- Potential for future career opportunities within the City of Burnaby.

Contacts

- **Review the Job Description:** Familiarize yourself with the responsibilities,

Hiring organization

City of Burnaby

Employment Type

Intern

Duration of employment

3 Months

Industry

Government

Job Location

Burnaby, British Columbia, Canada,
V5A 1S6, Burnaby, British
Columbia, Canada

Working Hours

09

Date posted

June 8, 2024

Valid through

08.06.2028

qualifications, and benefits outlined in the job description above to ensure that the internship aligns with your interests and goals.

- **Prepare Your Application Materials:** Gather the necessary documents, including your resume, cover letter, and any other relevant materials such as academic transcripts or letters of recommendation.
- **Submit Your Application Online:** Visit the City of Burnaby's official website or the designated application portal to access the internship application form. Follow the instructions provided to complete the application process, including uploading your application materials.
- **Customize Your Cover Letter:** Tailor your cover letter to highlight why you are interested in the internship opportunity with the City of Burnaby and how your skills and experiences make you a strong candidate. Be sure to address any specific qualifications or requirements mentioned in the job description.
- **Double-Check Your Application:** Before submitting your application, review all the information you have provided to ensure accuracy and completeness. Check for any spelling or grammatical errors, and make any necessary revisions.
- **Submit Your Application:** Once you are satisfied with your application materials, submit them through the online application system before the specified deadline. Keep a record of your application submission for your records.
- **Follow Up if Necessary:** After submitting your application, you may follow up with the City of Burnaby's Human Resources department if you have not received a response within a reasonable timeframe. Be professional and courteous in your communication.
- **Prepare for Interviews:** If selected for an interview, be prepared to discuss your qualifications, experiences, and interest in the internship opportunity with the City of Burnaby. Research the organization and the department you are applying to, and practice answering potential interview questions.