



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

City of Guelph Internships 2025 New Job Opening

Description

City of Guelph Internships offers dynamic opportunities for Ontario-based students to gain invaluable experience in municipal governance, public service, and community development. As a cornerstone of our commitment to fostering emerging talent, we provide meaningful internships that allow students to immerse themselves in various facets of local government, contributing to the vibrant community of Guelph.

We are seeking a motivated and organized individual to join our team as a City of Guelph Internships Program Coordinator. In this role, you will play a pivotal part in facilitating the internship program, ensuring smooth operations, and creating enriching experiences for interns.

Responsibilities

- Coordinate the recruitment, selection, and placement process for interns, liaising with educational institutions and departments within the City of Guelph.
- Develop and implement strategies to promote the City of Guelph Internships program across Ontario, targeting students interested in government and public service.
- Serve as the primary point of contact for interns, providing support, guidance, and resources throughout their internship tenure.
- Collaborate with departmental supervisors to design internship projects and assignments that align with organizational goals and student learning objectives.
- Organize orientation sessions, workshops, and networking events to enhance interns' professional development and foster a sense of community within the program.
- Monitor interns' progress, conduct evaluations, and gather feedback to continually improve the internship experience.
- Maintain accurate records and generate reports on program metrics, including participant demographics, outcomes, and satisfaction levels.

Qualifications

- Currently enrolled in a post-secondary institution in Ontario, pursuing a degree in a relevant field such as Public Administration, Political Science, Urban Planning, or a related discipline.
- Strong interpersonal skills with the ability to communicate effectively and build rapport with diverse stakeholders, including students, faculty, and city staff.
- Excellent organizational abilities, including time management, attention to detail, and the capacity to handle multiple tasks simultaneously.
- Demonstrated passion for public service and a keen interest in municipal government and community engagement.
- Proficiency in Microsoft Office Suite and familiarity with online communication platforms and social media channels.

Hiring organization

City of Guelph

Employment Type

Intern

Duration of employment

3 Months

Industry

Government Administration

Job Location

Guelph, Ontario, Canada, N1H 2W1, Guelph, Ontario, Canada

Working Hours

09

Date posted

March 29, 2024

Valid through

29.03.2028

- Previous experience in event planning, program coordination, or student services is an asset.

Job Benefits

- Gain hands-on experience in the exciting field of municipal governance and public administration.
- Make a meaningful impact on the community of Guelph by contributing to important projects and initiatives.
- Work alongside dedicated professionals who are committed to supporting your growth and development.
- Access networking opportunities and build connections that will benefit your future career in government and beyond.

Contacts

- **Prepare your resume:** Ensure your resume highlights your educational background, relevant experience, skills, and any other qualifications that make you a suitable candidate for the position.
- **Write a cover letter:** Craft a compelling cover letter that outlines your interest in the role, your motivation for joining the City of Guelph Internships team, and how your skills and experiences align with the job requirements. Be sure to mention any previous experience with Ontario internships, Canadian student internships, government internships, public service internships, or municipal internships.
- **Compile your application documents:** Gather your resume and cover letter in PDF format.
- **Submit your application:** Send an email to the designated contact person or apply through the City of Guelph's official job portal. Include your resume and cover letter as attachments, and ensure to specify the position title ("City of Guelph Internships Program Coordinator") in the subject line of the email or application form.
- **Follow up:** After submitting your application, consider following up with the hiring manager or designated contact person to express your continued interest in the position and inquire about the status of your application if necessary.