



DISTRICT OF INVERMERE

Intern Host Profile

12-month Rotational Internship
Columbia Valley, British Columbia

WHY CHOOSE INVERMERE FOR YOUR LOCAL GOVERNMENT INTERNSHIP PROGRAM?

Do real work that matters in a four-season mountain community. You'll rotate across departments, contribute to signature projects, and enjoy unmatched lifestyle perks — from skiing at Panorama to paddling the Columbia River Wetlands. Plus: a \$10,000 housing support on top of a competitive municipal salary.

Community

Invermere anchors the Columbia Valley at the northwest shore of Lake Windermere. The town of 4,300 residents swells with seasonal visitors drawn to hot springs, national parks, and a vibrant downtown. We're 20 minutes from Panorama Mountain Resort and minutes from James Chabot Provincial Park and the Columbia River Wetlands.

Community Fast Facts

- Small population, one big family.
- 3-3.5 hour drive to Calgary, AB | 14km from Radium Hot Springs | 130km north of Cranbrook.
- Ramsar-designated Columbia River Wetlands on our doorstep; Lake Windermere Whiteway for iconic winter skating.

About the District of Invermere

A collaborative, strengths-based municipal organization (40+ staff) delivering water, wastewater, parks, planning, recreation, communications, and emergency management. Guided by Council's 2024-2026 Strategic Plan, we prioritize infrastructure, housing, environmental stewardship, reconciliation, and citizen engagement.

The Internship

You'll rotate through Governance & Administration, Finance, Planning & Development, Public Works, Bylaw Services, Community Services & Communications, Fire Department, and Indigenous Relations. Expect a mix of hands-on fieldwork, policy writing, stakeholder engagement, and project management.

Signature Projects & Experiences

Resort Development Strategy (RDS): contribute to visitor amenities, wayfinding & interpretive signage, and tourism ambassadorship. Projects include:

- Developing a \$500,000-\$600,000 pump track with the Columbia Valley Cycling Association for race hosting.
- Development of nine tournament pickleball courts (including two accessible ones) with the local pickleball association.
- Collaborating on Indigenous tourism initiatives like the Shuswap Band's Salmon Festival enhancements and ?akisq'nuk First Nation interpretive tourism projects.
- Supporting the development of new wayfinding and interpretive tourism signage.



Signature Projects & Experiences Continued

Planning & Development:

- Contribute to community planning and housing policy updates.
- Prepare reports, present to Council, and use specialized compliance tools.
- Support Lake Windermere management and environmental data updates.

Public Works and Operations:

- Work alongside crews on water, wastewater, parks, and utilities.
- Develop safety policies and learn workflow management software.

Bylaw Services

- Ride along for enforcement and animal control.
- Collaborate on boater education and buoy management with regional partners.

Finance & Administration

- Gain experience in payroll, taxation, budgeting, and election support.
- Help modernize 1,700 outdated policies and bylaws.

Community Services & Communications

- Assist with events, grant writing, and non-profit support.
- Contribute to District communications and regional resilience projects.

Fire Department

- Update operational guidelines and pre-plans.
- Manage files and work with First Due software.

Indigenous Relations & SKIP Initiatives

- Support cultural exchanges and joint council projects.
- Advance park management plans and industrial land development.

Cross-Cutting Opportunities

- Engage in climate action and wildfire mitigation.
- Attend Council meetings and participate in weekly mentoring sessions.



Compensation & Benefits

- Competitive municipal internship salary (contract).
- Additional \$10,000 housing support to offset accommodation costs.
- Paid professional development; flexible hours during community events; seasonal gear access for field work.
- Weekly mentoring with department leads and the CAO; exposure to Council meetings; cross-training; access to training and certifications relevant to local government.



Ready to Make a Difference?

- Degree or diploma in public administration, planning, policy, business, communications, engineering, or related field.
- Strong writing & presentation skills; comfort with spreadsheets and basic GIS a plus.
- Curiosity, initiative, and commitment to reconciliation and environmental stewardship.

