

Local Government Internship Program

Host Profile – Village of Pemberton

The Village of Pemberton is located within the unceded territory of the Lílwat Nation and proudly honors the language, culture, and history of the Lílwat7ul people. This deep respect for Indigenous heritage is central to the community's identity and values.

Pemberton is celebrated for its culture of authentic adventure, offering residents and visitors unparalleled access to outdoor recreation, including hiking, biking, skiing, and water sports. The community also boasts a vibrant arts scene, annual festivals, and a strong local agricultural presence, with family farms and farmers' markets contributing to a thriving farm-to-table lifestyle. Surrounded by stunning mountain vistas and natural beauty, Pemberton provides an exceptional quality of life for those who value both adventure and community.

As of the 2021 Census, Pemberton had a population of 3,407, marking a significant 32.4% increase since 2016. This growth reflects the area's appeal as a desirable place to live and work. The community is youthful, with an average age of 35.4 years, and predominantly English-speaking (93.8%). Residents enjoy a close-knit, community-focused lifestyle that emphasizes sustainability, inclusivity, and active living.

Pemberton's unique blend of cultural heritage, natural beauty, and progressive growth makes it an exciting and dynamic environment for professionals seeking meaningful work in local government.

About the Village Office

The Village of Pemberton is guided by a vision and values that prioritize collaboration, sustainability, and community well-being. Our local government works in partnership with organizations such as Tourism Pemberton and the Pemberton & District Chamber of Commerce to promote economic growth, encourage diversity, and maintain a healthy, vibrant environment for residents and visitors alike.

The Village administration is committed to delivering high-quality municipal services and supporting initiatives that enhance quality of life. Our team is passionate about creating a community where innovation, inclusivity, and environmental stewardship thrive.

- Website: www.pemberton.ca
- Permanent Staff: 49 employees
- 2026 Annual Operating Budget: \$14,101,300

As a growing municipality, we offer exciting opportunities for professionals who want to make a meaningful impact in local government and contribute to shaping the future of our community.

Proposed Intern Activities

The intern will gain hands-on experience across multiple departments, developing skills in project management, communication, policy, and administration.

- Corporate Division: Support the 2026 local election, assist with updating the electronic records system (file migration, documentation, standards), assist with council orientation, communications (social media, newsletters), and possibly lead a small policy/bylaw project (e.g., wildlife attractants), including presenting to Council. May also help with privacy impact assessments.
- Recreation, Culture & Inclusion: Contribute to the Recreation Master Plan and Accessibility & Inclusion Policy, involving committee coordination and community engagement. May rotate through recreation programs and front desk roles for service delivery experience.
- Finance & HR: Handle daily accounting tasks (AR/AP, cash flow) and assist with implementing WorkSafeBC's COR certification for workplace safety.
- Development Planning & Climate Action: Help update the sign bylaw, gaining exposure to municipal planning and regulatory processes.

The internship offers a comprehensive view of municipal operations and opportunities to build professional skills in diverse areas.

Qualifications

- Recent graduate from a post-secondary program in Public Administration, Political Science, Urban Planning, Business, or related discipline.
- Strong written and verbal communication skills.
- Excellent organizational and time-management abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Demonstrated interest in public service and community development.

Preferred Attributes

- Analytical and problem-solving skills with attention to detail.
- Ability to work independently and collaboratively in a team environment.
- Adaptability to changing priorities and a dynamic work setting.
- Commitment to integrity, transparency, and ethical conduct.

The Village of Pemberton is committed to diversity, inclusion, and accessibility. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you have a passion for serving the community and supporting a healthy, safe workplace, we want to hear from you. We celebrate diversity and welcome applications from all interested candidates.