

INTERN & PRACTICUM OPPORTUNITIES WOODLANDS COUNTY



Intern & Practicum Opportunities - Competition No: 2026-11

Woodlands County is a dynamic, fast-paced team focused on providing services to the people we serve. We believe in building the future by nurturing fresh talent. At various times throughout the year, we have placement opportunities for energetic, proactive, and curious minded students, recent graduates, or those looking for skill development to join our team in a general capacity, supporting various projects and duties.

If you are working toward the completion of an education program, completing experience requirements for course completion or seeking to build valuable skills for a new career then an internship or practicum placement may be for you.

These are unpaid opportunities that may be available at various times throughout the year.

Potential Responsibilities

- Working with various departments to understand needs and assist with various projects and operational requirements.
- Engaging in continuous improvement initiatives.
- Communicating with a variety of internal and external stakeholders in a professional and positive manner.
- Performing duties and special projects as requested.
- Exposure and understanding of relevant legislation, policies, procedures while acquiring learning opportunities to enhance knowledge in relevant fields of work.
- Participating in, and contributing to, a positive team environment. Join in team meetings and contribute creative ideas.
- Learning various computer related programs and completing tasks in these environments.
- Support special projects, conduct research, gather data, and help prepare reports, and presentations.
- Areas of placement may include administrative support, finance, community services, infrastructure, or other areas based on educational and/or program requirements of the candidate.

Qualifications & Education Requirements

- Post secondary education program requiring work experience of placement for program completion, or planned participation in a program working towards the completion of post-secondary education.
- Strong verbal and written communication skills.
- Ability to determine efficiencies in day-to-day required tasks, work independently, and demonstrate strong organizational skills.
- High motivation and a proactive “get it done” attitude.
- Flexibility to adapt to changing priorities.
- Previous experience with Microsoft Suite Products.
- Areas for placement may include administrative support, finance, community services or other programs based on the educational program of the candidate.

POSITION TYPE

Internship/Practicum

HOURS OF WORK

Monday to Friday
8:15 am – 4:30 pm (but may vary with placement)

HOW TO APPLY

Submit your cover letter and resume email to:
hr@woodlands.ab.ca

We will maintain a copy of your expression of interest and if an opportunity becomes available that is suitable, we will be in touch.

ABOUT OUR MUNICIPALITY

Woodlands County is a rural municipality approximately 150 kilometers northwest of Edmonton, with an area of 7,668 square kilometers. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 5,250 people, Woodlands County is a thriving natural playground, welcoming families, businesses, and tourists alike to experience and enjoy all there is to offer.

CONTACT US

P: 1-888-870-6315 | E: hr@woodlands.ab.ca | PO Box 60, 1 Woodlands Lane, Whitecourt, AB T7S 1N3

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