



Government Relations and Policy Internship Eastern Ontario Wardens' Caucus (May – August 2023)

Description

The 2023 Government Relations and Policy Internship position is the inaugural full-time internship opportunity working for the Eastern Ontario Wardens' Caucus (EOWC). This position is a full-time summer contract lasting approximately four months. The position will consist mainly of remote work, with the expectation to attend monthly in-person meetings across eastern Ontario (Northumberland County to the Québec border) and the Association of Municipalities of Ontario (AMO) 2023 Conference in the City of London, Ontario.

This position should be considered as a learning and development opportunity that will allow the successful candidate to grow their career and network across orders of government by building advocacy, policy and communications skills. The successful candidate will be exposed to operations and decision-making processes across the region provided by the EOWC and its 13 member municipalities. The position may be well suited for an individual who has aspirations to serve the public as a senior public administrative staff or as an elected official.

The intern will report directly to the Manager of Government Relations and Policy and work closely with the 13 Heads of Council and 13 Chief Administrative Officers across the EOWC's member municipalities. There will also be regular exposure working with municipal staff, other orders of government and stakeholders.

The intern will work to deliver on EOWC's strategic priorities through special projects, presentations, government relations and advocacy action, communications material, and policy analysis and development. Exceptional communication, presentation, writing, collaboration, and organizational abilities are required. Computer skills, creativity and public engagement skills are also needed to be successful in this position. The intern is expected to display a high degree of professionalism and political acuity at all times while representing the EOWC.

Responsibilities

- Produce and present a final report/project to the EOWC at the end of the position term.
 - Topic to be determined based on the EOWC's strategic priorities.
- Draft various communications material to be distributed to staff, elected officials, government, stakeholders, media, and the public.
 - Briefing notes, key messages, speaking notes, regional media scans, strategic priority material, PowerPoint presentations, social media, letters, emails, among others.
- Research, analyze and synthesize policy updates and issues pertaining to the EOWC and its member municipalities across the region.
- Monitor relevant sources of information for emerging changes that impact the EOWC and its member municipalities.
- Set up purposeful engagement with each of the 13 member municipal Chief Administrative Officers to develop knowledge about the municipal sector.
- Attend and support EOWC meetings (internal and external) with staff, elected officials, government, and stakeholders.
- Given that this is the inaugural internship year, create an internship program framework and document work items to ensure reproducibility of program year over year.
- Other duties as assigned.

Qualifications/Skills

- Be enrolled in or have recently completed a university undergraduate or masters' degree from a recognized institution.
 - Special consideration will be given to those with political science, public policy and administration, land use planning, business, economics backgrounds.
- Familiarity with rural eastern Ontario as the EOWC's region.
- Ability to work well as part of a team with internal and external stakeholders.
- Excellent oral and written communication skills are required and will also be developed.
- Strong presentation skills presenting to various audiences in different environments are necessary and will also be developed.
- Strong political acuity while working with all orders of government, elected officials, stakeholders, and staff. Must present a responsible and respectable presentation to the public at all times.
- Hold a valid driver's licence and have access to a vehicle as the position will include some travel.

Duration

The position will commence at the beginning of May 2023 and finish at the end of August 2023. Specific dates to be determined in discussion between the successful candidate and the Manager of Government Relations and Policy.

Compensation

The position will be paid \$23 per hour for 35-hour per week basis.

**Please submit your resume and cover letter via email by end of day on Monday,
March 27, 2023:**

Email Title: EOWC Government Relations and Policy Intern Application

To: Meredith Staveley-Watson, Manager of Government Relations and Policy

meredith.staveley-watson@eowc.org

Format: Microsoft Word or PDF

Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.