

- Procurement – how to build a request for proposals, appropriate scoring criteria and manage an effective procurement process
- Navigating the Design Processes
- Budgets – capital and operating
- Housing Needs Assessment 101
- The basics of consulting – client relationships, contracts, billable time, invoicing
- Introduction to Housing Policy
- The MDS approach to Community Planning

Each intern will be assigned a mentor in addition to a supervisor, who will be available to help answer questions and act as a guide through the internship. In addition to the training and project work, interns will develop a final project and be fully accountable for the design, implementation and final delivery of this project. The topic will be collaboratively chosen with the intern(s) based on existing work/clients at MDS.

Interns will also have an opportunity to participate in on-going wellness initiatives and staff activities, including cultural events (such as drum making or cedar weaving), Indigenous-Made Fridays (Indigenous Film and Television screenings every other Friday), staff gatherings and quarterly planned cultural events and workshops.

This year, Interns will also work on specific projects and initiatives, including but not limited to

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REQUIREMENTS & REMUNERATION

To apply to the internship program, applicants must meet the following requirements:

- First Nations, Métis, Inuit or other Indigenous background and/or from a historically marginalized community(s).
- Students pursuing post-secondary education. This position is most suitable for students in a Masters/Post-Graduate program or their final year of undergraduate studies, however students working through certificate or diploma programs are encouraged to apply.
- Per M'akola Development Services Policy, must be fully vaccinated against COVID-19 prior to commencing work.

For the 2024 program year, Intern remuneration is set at \$25 per hour for 35 hours per week. MDS can offer up to three internship positions.

MDS has three offices across British Columbia the interns can work from. It is expected the internship will be conducted in person, but in special circumstances MDS may consider a remote internship. MDS has offices located in Langford, Courtenay, and Vancouver.

INTERNSHIP APPLICATION

PERSONAL AND ACADEMIC INFORMATION

Full Name:

Email:

Cellular Number:

Self-Identification:

First Nations

Métis

Inuit:

Self Identify:

Current School:

Current Program/Major:

Internship Availability:

Location - Please select which offices you would consider working from:

From:

Victoria

Courtenay

To:

Vancouver

QUESTIONS

What interests you about the planning and/or development field?

What is your motivation to apply to this internship and what is it about our organization that interests you?

What are your learning expectations from a placement with our organization? What do you hope to have achieved upon completion of your internship?

What are the supervision and reporting requirements as dictated by your university/program?

What relevant experience or knowledge do you currently have that may support your position at MDS?

Is there anything else we should know about you?

APPLICATION INSTRUCTIONS

Application Deadline: April 1, 2024

Interviews: April 15 - April 19 (MS Teams or in person)

Internship Dates: May 1, 2024 - August 30, 2024 (negotiable)

Interested candidates should submit the following documents in PDF format:

1. Completed Application Form
2. Cover Letter
3. Resume
4. Writing Sample (2 -3 pages)

Please put "*Internship 2024*" in the subject line, and address it to the attention of:

M'akola Development Services Management Team

hr@makoladev.com

Please Note: All applications and supporting documentation must be complete prior to the application deadline. Late or incomplete applications will not be considered. Only those selected for interviews will be contacted. Two references are required for all interviewed candidates.