



8429 – 24 Street
Edmonton, Alberta T6P 1L3
Phone: (780) 416-6543 Fax: (780) 416-6544

Project Assistant (Intern) (Competition # 24.04.01)

Full-Time 1 year Internship (37.5 hours per week)

Salary

\$45,000 - \$57,000 per year, depending on experience.

Closing Date

Until the position is filled.

About Us

The Alberta Federation of Rural Water Co-operatives Ltd. (Federation) was formed in 1994 to address the diverse water needs of Alberta's rural residents. The Federation was originally formed in Southern Alberta, an area plagued by water shortages and drought. Farmers, ranchers, and rural dwellers came together to create distribution systems to get water to their homes and livestock. Some of this water was potable water, some used for livestock and irrigation. The water co-ops were formed to pool resources, to share ownership and costs, and to share the benefits of a self-owned system.

Opportunity

Working at the Federation as an Intern will provide you with a great opportunity to gain valuable skills. The Federation is administering a one-year study of the 170 water coops in the province, and you will be conducting on-site interviews at the sites. In your role as a team member with the Federation, you'll provide friendly, thoughtful service, and support to members when they need assistance. In return, we'll give you opportunities to develop your skills and progress in your career. You'll also get fair compensation and a benefits package that supports your well-being.

Education

- Post-Secondary Education

Key responsibilities include:

- Conducting surveys and analyzing data on issues that rural water coops are facing.
- Preparing reports, research papers, or articles for Federation presentations.
- Responding to members of the Federation concerning opportunities and issues. This may include working with members and other professionals, like operators, engineers and regulators, to help resolve issues or materialize opportunities.
- Responding to written and oral inquiries and providing information to members.
- Maintaining database of member utility contact information, structure, and issues.
- Maintaining records and statistics

Suitability

- Valid Driver's License required with clean abstract
- Client focus with excellent oral and written communication

Computer and technology knowledge

- MS Excel
- MS PowerPoint
- MS Word

Work conditions and physical capabilities

- Fast-paced environment
- Provincial travel is required (travel expenses are covered)
- Attention to detail

Experience

- Preference given to those with water or wastewater experience, coop members or a rural background.

Benefits

When you become part of the team, you will enjoy a competitive salary. Our total compensation package includes:

- Competitive pay
- Vacation time
- Defined benefits package
- Continuous learning culture
- Opportunities for career growth
- Hybrid work environment – working at the office and online

How to Apply

To apply, please email your cover letter and resume to Chris Hancock, Executive Director.

Chris@ABWaterCo-Op.com