

CIVIC YOUTH FELLOWSHIP Frequently Asked Questions



The Civic Youth Fellowship (internship) program is a partnership between [Canadian Race Relations Foundation](#), [IslamicFamily](#), [Africa Centre](#), [kihêw waciston - MacEwan University](#), [ASSIST Community Services Centre](#) and the [City of Edmonton](#). This program's goal is to provide youth (18+) from diverse backgrounds the opportunity to join municipal government in the office of a member of City Council or Administration. To help those interested in the program, this frequently asked question document has been created.

When does recruitment happen?

Recruitment for each cohort typically occurs in the fall. For example, recruitment for the 2025 cohort occurs during the fall of 2024. This provides the project team with time to review applications, complete interviews, and identify who will move on to the second phase of the recruitment process. Applications are typically open for about a month long and are advertised with post secondary institutions in Edmonton. Please refer to the edmonton.ca/civicyouthinternship website for the application deadline. Unfortunately due to the volume of applications, no late applications will be accepted.

How does the recruitment and selection process go?

This program is unique in how it is designed to provide as much learning and development as possible for the cohorts. It includes a more traditional recruitment process as well as a pre-training component, where youth participate in a series of learning opportunities before a match is confirmed.

1. **Phase I of recruitment (fall):** Interested applicants will complete the application process. Once the applications are reviewed, the strongest candidates will be contacted for interviews. The interview process will narrow down the shortlisted candidates to approximately 25-30 (depending on how many placements are available each year).

2. **Phase II of recruitment (winter-spring):** The shortlisted candidates will be invited to join a mandatory 4-5 session, pre-training, where there will be ample opportunity to build your network, meet leaders in different industries, and potentially secure one of the final placement spots. As part of this pre-training, the shortlisted candidates participate in a speed networking event with the participating mentors. At the end of this session, both the shortlisted candidates and the participating mentors will submit their top five preferred placements. **Pre-training sessions are unpaid, but the project team takes every effort to ensure added benefits; lunch is included for full-day sessions.*
3. **Placements:** The project team does their best to match based on the preferences of both to ensure the most suitable placement experience. By the end of March, candidates are notified if they are successfully placed and the placements begin in May.

Who is an “ideal candidate”?

There is no “ideal” candidate for this internship! The program is very intentional about seeking out youth (18+) from equity-deserving communities with post-secondary education being a strong asset. Successful candidates have come to the program from all different disciplines (for example, you don’t have to be in political sciences to be part of this program!).



These candidates are young folks who have a passion for community and city building. If you are already interested in local politics and government or want to learn more, this is a great opportunity to learn while growing your personal and professional networks.

This is a fast paced and highly competitive program, but the most important aspect is that the youth that apply are dedicated to learning, working hard, and building up their skills for whatever comes next in their professional career journey. You never know where this opportunity might take you!

If I applied before and was not successful can I apply again?

Yes! This program continues to receive an increasing number of applications and there are many incredible candidates. If you are not successful when you apply and still meet the criteria (18+ and from an equity-deserving community), we welcome you to apply again the following year!

How many placements are there and where are the placements?

The internship placements fluctuate year over year based on the amount of funding available and the operational feasibility of a participating office to take on a mentorship role. The program wants to ensure a thoughtful and curated experience for the youth, as such, we ensure the participating offices have the time and project work available to make for a fulfilling experience - and this can change year over year. The program aims to have at least 10 placements, and up to 20 placements available each year.

Successful candidates will be placed within a City Council office (Councillor or Mayor) or within an office across City of Edmonton Administration. These placements will take place across the city, but most of the offices are typically downtown with opportunities to visit satellite offices and spaces depending on the placement. To learn more:

- About the City Council members [click here](#),
- About the Mayor's Office [click here](#),
- About the different City Departments [click here](#).

How long is the placement?

The placements are currently ten weeks long. They typically begin the first week of May and run into early July. Since many placements are with City Council, this ten week period aligns closely with the summer Council Recess.

What can I expect if I was a successful candidate?

Successful candidates will join the City of Edmonton for a ten-week period, where they will work closely with City Council members and their staff or Administrative leaders and their teams to learn about local government and find ways to engage and bring their voices to civic engagement. The project team also creates a learning calendar throughout the ten weeks for all interns to learn about different aspects of local government - so no matter where your final placement is, there are a lot of opportunities to learn about different departments and areas of business. The Civic Youth Fellowship concludes with a showcase event, where all of the youth can share their projects, learnings and experiences with City staff, leadership, partners and their friends and family.

Where do I apply?

The application is linked on edmonton.ca/CivicYouthInternship. To apply you will need to complete the application form, including providing your resume and references.



What do I need to apply?

The application form will request:

- Your name and contact information
- A resume
- A video submission to answer three or more of the following questions:
 - What's remarkable about your community (however you choose to define it) and how do you think it could be highlighted/showcased?
 - What makes you passionate about learning and getting involved with local government?
 - What local issues or priorities are biggest for you?
 - What are you hoping to bring to the Council or Deputy City Manager offices? Highlight your skills and why you are the best fit for this internship.

Video submissions should be five minutes or less, if you are unable to submit a video submission a written submission may be accepted, please see the application form for more details.

- An opportunity to upload any additional documentation that tells us more about you (including CVs, portfolios, letters of support, etc.).



Where can I learn more?

The best places to learn more include:

- City of Edmonton Website: edmonton.ca/civicyouthinternship
- IslamicFamily's Green Room Instagram: <https://www.instagram.com/thegreenroomyeg/>
- The NEW Civic Youth Fellowship Instagram: <https://www.instagram.com/civicyouthfellowship/>
- Email: antiracismstrategy@edmonton.ca

I am a funder and/or community member that wants to support this program, how can I help?

To explore partnership opportunities, please reach out to any of the partners or email

antiracismstrategy@edmonton.ca and a member of the project team will get back to you. The project team will happily attend, subject to availability, opportunities to showcase and/or speak about the program. Please reach out if your municipality, team or organization would like to learn more.

This program is co-funded by the partners. To continue to help this program grow and support more youth, interested donors can provide funding directly to the internship youth by visiting:

<https://www.ifssa.ca/?form=FUNWTMDUDED>.

These donations can secure additional placement opportunities for more youth at community-based placements.

