

# INTERNSHIP PROGRAM

## WHO WE ARE

M'akola Development Services (MDS) is a values-oriented professional development consulting firm committed to supporting vibrant, diverse communities in British Columbia. Our clients span the entire province, and our work involves planning, developing, and operating high-density, multi-family housing projects for public, private, and non-profit clients.

We have an energetic, driven team. Each member brings a unique spirit and skillset, and together we are committed to delivering high-quality projects for our clients and their communities. We strive to create a welcoming and supportive environment where all team members take deep personal accountability for their work, have a passion for excellence, and are driven to achieve their full potential.

This internship opportunity is open to Indigenous applicants and applicants from historically marginalized communities. In 2024, MDS has positions available for up to three interns. The internship will take place in person, and the intern will have the ability to select their office location from our three offices located throughout the Province. In special circumstances, internships may be completed remotely.



## INTERNSHIP PROGRAM

The program enables university students to supplement their academic training by participating in the daily workings of a development consulting firm. Project assignments are designed to provide exposure to planning processes through our diverse development projects. Interns will have the opportunity to develop a broad range of skills and knowledge they can apply in their chosen careers and future life experiences, whether it be in the public, private, or non-profit sectors.

Interns will work with certified professional planners from a range of educational backgrounds, including individuals with federal, provincial, municipal, and private sector experience. Further, through working directly with our clients, interns are exposed to other non-profits and municipalities who are engaging in meaningful, timely work.



Examples of the range of training and work experience that will be covered in this internship, includes:

- Development 101 – understand the typical phases of the development and construction
- Introduction to project management – creating a project execution plan, schedules and communications strategy

- 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), and staff gatherings.

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

- Victoria Native Friendship Centre Indigenous Engagement and Development Guide
- Nisga'a Lisims Government/Nisga'a Nation Housing Entity Study
- Vancouver Aboriginal Friendship Centre Society Indigenous Public Art Procurement and Coordination
- M'akola Housing Society Development and Construction Projects (across British Columbia)
- Housing Action Plans with a variety of First Nation and Non-Profit clients

## 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 8 - April 12 (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](mailto: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.