

## Mayor's Office – Summer Student

If you are committed to public service, enjoy collaborating with others, share our [values](#) and have a desire to learn and grow, join [The City of Calgary](#). The City offers unique, diverse jobs and a variety of work locations. Together we make Calgary a great place to make a living, a great place to make a life.

The Mayor's Office supports the Mayor in advancing Council priorities and City initiatives through coordination, administrative, and project support. The successful candidate will work closely with the Mayor's Office team and City Administration to support Council and committee processes, policy coordination, stakeholder engagement, and public events, while gaining hands-on exposure to municipal governance

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented.

By joining the City of Calgary, you will get to apply your academic knowledge and participate in providing quality public service for over 1.6 million Calgarians. As a student, you will build lasting relationships with industry leaders and contribute to work that will build and strengthen your skill sets. Primary duties include:

- Observe Council, Committee, and public hearings.
- Preparation and support of briefing notes.
- Support meeting preparation, including agendas, materials, and follow-ups.
- Attend and support at public events.
- Administrative support.
- Assist with special projects as assigned.

### Qualifications

- Enrolled in a degree program in Political Science, International Relations, Public Policy or a related field.
- Intermediate proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint).
- Strong communication skills, organizational skills, attention to detail, accountability, and the ability to work well both independently and in a team.

### Pre-Employment Requirements

- Must be currently enrolled in school on a full-time basis with the intent to return to school full-time in the Fall of 2026.

- If invited to an interview, you will be asked to provide an unofficial transcript or an enrollment verification letter (indicating the program and year you are currently completing).
- A security clearance will be conducted.