



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

Business Administration Intern

Location: Edmonton, AB, Canada

Employment Type: Full-Time Internship (37.5 hours per week)

Duration: 4 Months

Wage: \$24.50/hour

About Us

The Alberta Federation of Rural Water Co-operatives Ltd. (Water Federation) was formed in 1994 to address the diverse water needs of Alberta's rural residents. The organization was originally established in Southern Alberta, an area historically impacted by water shortages and drought. Farmers, ranchers, and rural residents came together to develop water distribution systems to supply their homes, livestock, and agricultural operations. Water co-operatives were created to pool resources, share ownership and costs, and provide long-term, sustainable access to water through community-based systems.

Position Summary

We are seeking a highly motivated and organized individual to join our team as a **Business Administration Intern**. The successful candidate will support a variety of administrative, coordination, and project-related activities that contribute to the effective delivery of programs and services to our member water co-operatives.

This position requires strong organizational, communication, and problem-solving skills, as well as the ability to manage multiple tasks and priorities. The role will primarily be office-based, with potential involvement in events and stakeholder engagement activities.

Key Responsibilities

- Provide general administrative support, including scheduling, correspondence, and document preparation
 - Perform office duties such as filing, records management, and document organization (digital and physical)
 - Support corporate secretary functions, including minute-taking and summarizing meeting decisions and action items
 - Assist with organizing and improving filing systems, including server structure and record digitization (scanning and OCR)
 - Help streamline internal correspondence and document workflows
 - Support basic financial administration and document tracking
 - Create and update internal forms, templates, and standardized documents
 - Assist with front-end website updates and basic content management
 - Support planning and coordination of events, including the Water Federation AGM
 - Conduct research and compile data to support reports and organizational projects
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Required Qualifications

- High school diploma or equivalent
 - Enrollment in or recent completion of a post-secondary program in Business Administration, Communications, Public Administration, or a related field
 - Strong written and verbal communication skills
 - Excellent organizational and time management abilities
 - Proficiency in Microsoft Office (Word, Excel, Outlook, etc.)
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Preferred Qualifications

- Experience in administrative or office support roles
 - Familiarity with event planning or coordination
 - Interest in rural communities, water and wastewater systems, or the cooperative and non-profit sectors.
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Work conditions and physical capabilities

- Fast-paced office environment
- Primarily desk-based work with extended periods of computer use
- Occasional lifting of materials (e.g., event supplies) up to 25 pounds (approximately 11 kilograms)

- May require occasional travel within Alberta for events or meetings (expenses covered)
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Compensation and Benefits

The Water Federation offers a competitive compensation package for this position, which includes the following:

- An hourly wage of \$24.50, paid on a bi-weekly basis.
 - An additional 11.2% of regular earnings, paid in lieu of vacation leave and benefits.
 - Employees are entitled to unpaid time off (UTO) for reasonable circumstances, including personal illness or vacation, subject to prior approval.
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Application Process

Interested applicants are invited to submit a resume and cover letter to daniel@abwatercoop.com. Please ensure all application materials are submitted by April 15th, 2026. Only shortlisted candidates will be contacted.

Equal Opportunity Statement

The Water Federation is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business need.