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Edmonton, Alberta T6P 1L3  
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## **Database Administrator Intern**

**Location:** Edmonton, AB, Canada

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

**Duration:** 4 Months

**Wage:** \$24.50/hour

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### ***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 Water 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.

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### ***Position Summary***

We are seeking a highly motivated and qualified individual to join our team as a Database Administrator Intern. The successful candidate will be responsible for developing a comprehensive modern database for water co-operative data.

This position requires strong problem-solving and interpersonal skills, and the ability to work effectively both independently and within a team.

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## ***Key Responsibilities***

- Convert the existing database from Microsoft Access to a fully functional web-based database.
  - Administrate the Water Federation website.
  - Automate standard workplace procedures, such as form development.
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## ***Required Qualifications***

- High-school diploma or equivalent.
  - Relevant database and web development experience.
  - Enrollment in or recent completion of a related post-secondary program.
  - Strong written and verbal communication skills.
  - Experience/familiarity with the following:
    - Microsoft Excel
    - Microsoft Access
    - Python
    - SQL
    - HTML/CSS
    - JavaScript
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## ***Preferred Qualifications***

- Experience within the water industry or other utilities.
  - Experience with Linux.
  - Familiarity with GIS software.
  - 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 environment
  - Attention to detail
  - Timely and organized
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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 twice monthly.
  - 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 [owen@abwatercoop.com](mailto:owen@abwatercoop.com). Please ensure all application materials are submitted by April 15<sup>th</sup>, 2026. Only shortlisted candidates will be contacted.

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### ***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.