

M'AKOLA DEVELOPMENT SERVICES SUMMER INTERNSHIP PROGRAM

INTERNSHIP OVERVIEW

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. Currently, MDS manages over \$2 billion in project costs, with clients spanning the entire province. 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 skill set, and together deliver 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 applicants from historically marginalized communities, including First Nations, Inuit, Métis, Indigenous, Black, People of Colour, Two Spirit, and/or LGBTQ+ peoples. Applicants are expected to join our team in person, working from one of MDS's two offices in Victoria or Vancouver.



2025 INTERNSHIP PROGRAM

The program is for university students who wish to supplement their academic training by participating in the daily workings of a development consulting firm. Project assignments are designed to provide exposure to a broad spectrum of planning processes through our diverse development projects. Interns will have the opportunity to cultivate a 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 Registered Professional Planners from a range of educational backgrounds, including individuals with federal, provincial, municipal, and private sector experience. By working directly with our clients, interns will be exposed to other non-profits and municipalities that are engaging in meaningful, timely housing work.

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

- Development 101 – understand the typical phases of housing development and construction
- Introduction to project management – create a project execution plan, schedules, and communications strategy
- Procurement – build a request for proposals, appropriate scoring criteria, and manage an effective procurement process
- Navigating the design process – work with architects and design professionals to meet the needs of clients and senior funders
- Budgets – support the development of capital and operating budgets
- Housing Needs Assessment 101 – develop a project specific needs report and work with clients to draft appropriate recommendations and key findings
- Consulting basics – navigate client relationships, contract and invoice management, billable time, administrative duties
- Introduction to Housing Policy – understand how governments support or hinder housing development through policy
- The MDS Approach to Community Planning

Each intern will be assigned a mentor who will be available to help answer questions and act as a guide throughout the internship. In addition to the training and project work, interns can develop a final project and be fully accountable for the design, implementation and final delivery of this project. The topic will be chosen collaboratively 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 social gatherings.

REQUIREMENTS AND REMUNERATION

To apply to the internship program, applicants must meet the following requirements:

- Identify as a member of one or more of the following communities: First Nations, Métis, Inuit or other Indigenous background, Black, Person of Colour, Two Spirit, and/or LGBTQ+
- Be a student 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.

For the 2025 program year, Intern remuneration is set at \$25 per hour for 35 hours per week. MDS can offer up to three internship positions.

Successful applicants will join the MDS team in person for the duration of their internship. MDS has offices located in Victoria and Vancouver, and applicants may indicate a preferred choice for their location. MDS will make every effort to ensure successful applicants are able to work from their preferred office location. In special circumstances, MDS may consider a remote internship.

INTERNSHIP APPLICATION FORM

APPLICATION INSTRUCTIONS

Application Deadline: March 31, 2025

Interviews: April 14 – 18, 2025

Internship Dates: May 5, 2025, to August 29, 2025 (unless otherwise agreed upon)

Interested candidates should submit the following documents in PDF format:

- **Completed Application Form**
- **Cover Letter**
- **Resume**
- **2-3 Page Writing Sample** (Example: Essay, Report, Briefing Memo, School Assignment)

Please put “*Internship 2025*” in the subject line, and address your email submission to the attention of:

M’akola Development Services Management Team

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. All candidates selected for interviews will be asked to provide two professional or academic references.

PERSONAL AND ACADEMIC INFORMATION

Full Name:

Email:

Phone Number:

Self-Identification:

- First Nations
- Inuit
- Métis
- Other:

Academic Institution:

Program or Major:

Preferred Location:

- Victoria (Langford)
- Vancouver (Downtown)

Availability:

Start Date:
End Date:

APPLICATION QUESTIONS

What motivated you to apply for this internship? What about M'akola Development Services interests you?

What interests you about the planning and/or development field?

What are your learning expectations from a placement with our organization? What do you hope to have achieved upon completion of your internship?

What relevant experience of knowledge do you currently have that may support your work at M'akola Development Services?

Does your institution or program have placement supervision or reporting requirements? If yes, please list requirements here.

Is there anything else you would like to share about yourself?