

# BC Indigenous Organization 2023 Expressions of Interest

Indigenous Intern Placement June 1 - August 31, 2023

## Indigenous organization information

Please type information directly into the boxes below.

Name of Organization:  Address:
Type of organization (e.g., educational, community, research, recreational, etc.):  Scope, mission, or vision statement:
Website URL (if available):  Intern office location (if other than address):
Intern office hours: (Example: Standard workday, evenings, weekends)  Intern work setting: (Example: Outside, in an office)

Supervisor name*:  Mentor name*:
Supervisor email/phone:  Mentor email/phone:
Admin email/phone:  Date submitted:
Name of Intern who helped develop proposal (if applicable):
*Note: The supervisor and mentor must be two different people Please note: supervisors, mentors, admin contacts and office location must be identified at the time of submission to be considered for the program. Administrative contacts are persons in the organization who will help set up the intern's computer, phone, supplies, etc.

**For support developing your proposal, please contact IYIP Administrator Amber Frost at 778-445-5134 or [Amber.Frost@gov.bc.ca](mailto:Amber.Frost@gov.bc.ca).**

## Description of Internship Placement Opportunity

The Indigenous Youth Internship Program is a leadership development program. Our program goals are to:

- Encourage Indigenous youth to consider the BC Public Service or Indigenous organizations as a place to pursue a rewarding career
- Support Indigenous youth in developing their leadership skills
- Provide opportunities for Indigenous youth to contribute and improve relationship building between Indigenous communities/organizations and the provincial government
- Contribute to closing the social and economic gaps that exist between Indigenous people and other British Columbians

**Please note that proposals that have administrative work exceeding more than 10% of the overall job description will not be considered; alternatively, our Advisory Council may request revisions to ensure administration does not exceed 10%.**

Each internship may focus on defined work assignments, special projects, community liaison or a combination of these experiences depending on what work your organization has available. Not all placements will include all aspects. Please tailor the scope of the descriptions to fit within the three-month length of the placement.

Overall intern role description (describe the general role/activities of the intern, e.g., community outreach, research, policy, economic development, community projects, youth engagement, etc.):	
Main work/project assignments (you may list up to three projects, keeping in mind the three-month time limit of the internship placement):	
Community liaison/youth engagement opportunities (e.g., events, meetings, conferences, other youth activities):	
Professional development opportunities (e.g., opportunities for job shadowing, on-the-job-learning, organizational courses and workshops, conferences):	

Linkages to provincial government (e.g., Would the intern be assisting with any government liaison, working on government / community partnership projects, assisting with gov't liaison):	
Other (any other work-related activities):	

## Intern qualifications

Depending on the placement opportunity, Indigenous organizations may require special qualifications. Not all aspects will be relevant to each placement.

Life Experience, aptitudes, interests (required or beneficial to the placement):	
Volunteer or work experience:	
Education (minimum Grade 12 required for program entry):	
Skills (e.g., research skills, writing; skills should directly relate to work and project assignments):	
Other qualifications (anything else that would be necessary or very beneficial):	

## Program Commitments

Each Indigenous organization that submits an Expression of Interest for an Indigenous Youth Intern supports the following program goals, expenses, and support structure:

### Four Major Program Goals

- Support Indigenous youth to develop their leadership skills;
- Provide opportunities for Indigenous youth to contribute and improve relationship building between Indigenous communities/organizations and the provincial government;
- Contribute to closing the social and economic gaps that exist between Indigenous people and other British Columbians; and
- Encourage Indigenous youth to consider the B.C. Public Service or Indigenous organizations as a place to pursue a rewarding career.

### What the Program Provides

- **Recruitment, selection, and placement** of qualified Indigenous Youth Interns in ministries and Indigenous organizations.
- **Central coordination** of the program through program staff (Program Lead, Program Coordinator, Program Administrator) ensuring program quality and consistency across government and Indigenous organizations.
- **Direct support** to interns, supervisors, and mentors regarding placement.
- **In-person/virtual site visits** to all government and Indigenous organization placements.
- Building of strong **peer support network** with Indigenous youth cohort.
- **Relocation costs** if the intern must move to take Ministry or Indigenous organization placement.
- **Program resources** (quarterly intern newsletter, mentorship guidelines, handbooks, etc.)
- Ongoing **professional skill development, overall mentorship**.
- Assistance with access to **learning services** consultants and courses.
- Ongoing **program support**, structure, and development.

### Support Structure for Intern

To maximize the success of the internship, organizations need to provide the following support structure for the Indigenous Youth Intern:

- Designated supervisor, mentor, and administrative support
- An office, cubicle, workspace, or remote working agreement if required (pandemic

related)

- Desktop or laptop computer
- Phone line or cell phone

## Expenses

**The intern's salary and benefits are paid by the provincial government.** The intern remains an employee of the provincial government on secondment during their placement in your organization and is still represented through the BCGEU Union Guidelines. A secondment agreement will be signed with Indigenous Organizations that are successfully matched with an intern.

Organizations are responsible for the following work-related expenses:

- Travel expenses during placement in the organization (e.g., meetings, conferences, community consultations, training)
- Training expenses
- Office supplies
- Communications (e.g., long distance, cell phone for work-related calls)

Please email the completed form by March 3, 2023

**Program Administrator:** Amber Frost

**Email:** [IndigenousYouthInternshipProgram@gov.bc.ca](mailto:IndigenousYouthInternshipProgram@gov.bc.ca) or [Amber.Frost@gov.bc.ca](mailto:Amber.Frost@gov.bc.ca)