

BC Aboriginal Organizations

Expression of Interest Template 2018

Aboriginal Intern placement June 4, 2018- August 31, 2018			
> Please type information directly into the table in the boxes to the right <			
ABORIGINAL ORGANIZATION INFORMATION			
Name of Organization:		Address:	
Type of Organization (eg educational, community, research, recreational etc.)		Scope, Mission, or Vision Statement:	
Website url (if available):		Intern Office Location (if other than address):	
Intern Office Hours: (eg standard work day, evenings, weekends)		Intern Work Setting: (eg outside, in an office)	
Supervisor Name*:		Mentor Name*:	
Supervisor Email/phone:		Mentor Email/phone:	
Admin Contact Name:		Fax number:	
Admin Email/phone:		Date Submitted:	
Intern involved in Development (if applicable):			
<p>Please Note: Supervisors, Mentors, Admin contacts and office location must be identified at time of submission to be considered for Program.</p> <p>Administrative Contacts are persons in the organization who will help set up the intern's computer, phone, supplies, etc.</p> <p>For support developing your proposal, please contact AYIP Coordinator Malisa Fox at 250-217-1700 or Malisa.Fox@gov.bc.ca</p>			

***Note: The supervisor and mentor must be two different people.**

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The Aboriginal Youth Internship Program is leadership development program, our program goals include:

- Encourage Aboriginal youth to consider the BC Public Service or Aboriginal organizations as a place to pursue a rewarding career
- Support Aboriginal youth to develop their leadership skills
- Provide opportunities for Aboriginal youth to contribute and improve relationship building between Aboriginal communities/organizations and the provincial government
- Contribute to closing the social and economic gaps that exist between Aboriginal 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%*

Description of Internship Placement Opportunity

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.

<p>Overall Intern Role Description (describe the general role/activities of the intern, e.g. Community Outreach, Researcher, Policy Intern, Economic Development Intern, Community Project Developer/coordinator, Youth Engagement Intern/coordinator, etc.)</p>	
<p>Main Work/Project Assignments (You may list up to three projects, keeping in mind the three month time limit of the intern placement):</p>	
<p>Community Liaison/Youth Engagement Opportunities (e.g. events, meetings, conferences,</p>	

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other youth activities):	
Educational 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 project, assisting with gov't liaison):	
Other (any other work related activities):	

Intern Qualifications

Depending on the placement opportunity, Aboriginal 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 (min Grade 12 required for Program Entry. What is the minimum educational level required for success in your internship placement opportunity?):	
Skills (e.g. research skills, writing. These should directly relate to work and project assignments)	

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Other Qualifications (anything else that would be necessary or very beneficial for the intern to have?)	
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Program Commitments

Each Aboriginal Organization that submits an Expression of Interest for an Aboriginal Youth Intern supports the following Program Goals, Expenses, and Intern Support Structure:

Four Major Program Goals:

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

What the Program Provides

- **Recruitment, selection, and placement** of qualified Aboriginal Youth Interns in ministries and Aboriginal organizations.
- **Central coordination** of the program through program staff (Program Lead, Program Coordinator, Program Administrator) ensuring program quality and consistency across government and Aboriginal organizations.
- **Direct support** to Interns, supervisors, and mentors regarding placement.
- **In-person site visits** to all government and Aboriginal organization placements.
- Building of strong **peer support network** with Aboriginal Youth Cohort.
- **Relocation costs** if the intern must move to take Ministry or Aboriginal organization placement.
- **Program resources** (Quarterly intern newsletter, mentorship guidelines, handbooks, etc.)
- On-going **professional skill development, overall mentorship.**
- Assistance with access to **Learning Services** consultants and courses.
- On-going **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 Aboriginal Youth Intern:

- Designated Supervisor, Mentor, and Administrative support.
- An office, cubicle or workspace.
- Desktop or laptop computer.
- Phone line, cell phone, or blackberry.

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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 Aboriginal Organizations that are successfully matched with an Intern.

Organizations are responsible for the following work-related expenses:

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

Please email completed form by February 23, 2018

To Program Administrator

EMAIL: AYIP.Administrator@gov.bc.ca

FAX: 250-387-0749

Or Malisa Fox at

Malisa.Fox@gov.bc.ca or at 250-217-1700