

PROGRAM GUIDE

WHAT IS THE FOOD PRODUCER AND PROCESSOR CAREER INTERNSHIP PROGRAM?

The **Food Producer and Processor Career Internship Program** provides support to the Basin's local food production and processing sector with up to 70 per cent of an intern's salary and mandatory employment related costs (MERCs) (up to \$25,000 over a five to 12-month term) for seasonal or permanent year-round career-focused positions that must lead to permanent employment. This program is designed to financially support employers with retaining an employee who demonstrates a commitment to a career in local food production and processing. The intern will have the opportunity to develop skills and experience and gain meaningful and sustainable employment. The program will also inspire interns to return to, move to, or stay in the Basin.

WHO CAN APPLY?

Eligible employers are primary food producers (vegetables, dairy, grains, fruit, forage and livestock), non-profits involved in food processing, and First Nations within the Columbia Basin Trust region (ourtrust.org/map) that are food production/processing focused, have been in operation a minimum of one year and that have a demonstrated fiscal and organizational need for an intern and wage funding (Eligible Employers). Eligible Employers must meet all other eligibility requirements.

IS THERE AN APPLICATION DEADLINE?

We are **currently accepting and reviewing applications** and will continue to on an ongoing basis until all program funding has been committed. Incomplete applications will not be considered until all missing information is provided.

HOW MUCH CAN I APPLY FOR?

Successful applicants will be eligible to receive **up to 70 per cent** of the intern's salary and mandatory employment related costs (MERCs) (to a maximum of \$25,000 over a five to 12-month internship).

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Job Criteria

Funding will be considered for internships that:

- are seasonal or permanent year-round positions for five to 12-months;
- lead to permanent employment after the internship period;

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- offer meaningful, professional employment with responsibilities appropriate to the skills and education of the intern;
- provide training and professional development opportunities;
- provide supervision and mentoring in a positive, safe working environment;
- offer a salary that reflects the market wage rate for the position;
- will not result in the displacement of a current employee;
- are not eligible for existing Intern programs in the food production and processing sector;
- are not Industry Training Authority (ITA) apprentice positions; and
- require the intern to work in the Columbia Basin Trust [region](#).

Employer Criteria

To be eligible for the Career Internship Program, the Eligible Employer must:

- demonstrate how this wage funding will support the organization to build capacity and achieve its business goals;
- demonstrate a fiscal need for the internship and wage funding;
- be able to hire the intern within six months of approval;
- not be receiving funding for the same intern position from another wage subsidy program, including but not limited to, the Trust's Basin Food Producer Wage Subsidy program;
- have been in existence for more than one year;
- be in good standing with BC Corporate Registry and/or have demonstrated submission of Statement of Farming Activities for the previous tax year or equivalent documentation;
- have a WorkSafeBC account in good standing;
- be following all regulatory requirements and guidelines;
- adhere to labour laws; and
- be located and based in the Columbia Basin Trust [region](#).

The Trust may prioritize funding if the Eligible Employer:

- completes a training plan that demonstrates a commitment to the intern's career development and opportunities for peer learning; and/or
- demonstrates how the employer will support the intern in pursuing future goals (e.g. mentorship into the future).

Intern Criteria

The intern must demonstrate a commitment to a career in food production and processing through past experiences. This should be demonstrated in the application by:

- a minimum of either:
 - an Associate Diploma in Agricultural Sciences, Agriculture Technology, Agricultural Management, Land and Food Systems or other related area; or
 - an equivalent combination of education, training, volunteering and experience;
- one to two seasons of work experience in a primary food producer organization or non-profit involved in food processing;

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- be residing in the Columbia Basin Trust [region](#) when the internship starts;
- be hired as a seasonal or year-round employee and not as a contractor;
- not be a relative of the business owner, senior management or Board of Director;
- not be currently employed by the Eligible Employer*; and
- be legally able to work in Canada.

* The Trust may, at its discretion, consider an intern who is currently employed by the Eligible Employer, if the internship opportunity clearly demonstrates a substantial increase in hours, wage, and/or job responsibilities.

Wage Criteria

Eligible Employers will be required to top up the intern's wages to reflect the market wage rate for the position. Find wage rates under Explore Careers by Wages at: <http://www.jobbank.gc.ca/>.

Eligible Employers are expected to pay mandatory employment-related costs (MERCs), including Employment Insurance, Canada Pension Plan, WorkSafeBC and a minimum of four per cent vacation pay (or offer vacation days) in addition to the market wage rate, and may choose to offer extended benefits (such as medical, dental, etc) to the intern.

WorkSafeBC Coverage

You must have a WorkSafeBC account in good standing and provide a clearance letter with your application. Get the form at:

www.worksafebc.com/insurance/managing_your_account/clearance_letters/default.asp

WHEN CAN THE INTERNSHIP START?

You will have six months from the date of your application approval to recruit an eligible intern and have them start in the position.

DOES THE PROGRAM HELP ME RECRUIT AND HIRE THE INTERN?

Successful applicants are responsible for recruiting and hiring the appropriate intern for the position.

WHEN ARE WAGE PAYMENTS ISSUED AND WHAT DOCUMENTATION WILL I NEED TO PROVIDE?

- If your application is successful, you will be required to sign and meet the terms and conditions of a Contribution Agreement.
- Payments will be issued according to the payment schedule in your Contribution Agreement.

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- Eligible Employers must keep accurate payroll records for interns for submission to the Trust if requested.
- No advance payments will be made and the Trust will not reimburse employers for overtime incurred by the interns.
- Eligible Employers and interns will be required to complete an Interim Report and a Final Report at the end of the internship.

HOW DO I APPLY?

Applications are online and application instructions are described in the Application Guide. We strongly encourage all applicants to carefully read the Application Guide prior to filling out the application form.

Applications are accepted on an ongoing basis until all funding for the program has been committed. Incomplete applications will not be considered until all missing information is provided. Staff may contact you to discuss your application, and applicants will typically be notified of the decision within 25 business days.

The Trust will strive to distribute funds equitably across communities within the Columbia Basin Trust region. We are committed to funding quality internship experiences that offer meaningful, sustainable and career-focused employment.

QUESTIONS?

Call toll free 1.800.505.8998 or email internship@ourtrust.org.