PROGRAM GUIDE

This guide identifies the eligibility requirements for the Career Internship Program and gives you important information on how to complete the application.

WHAT IS THE CAREER INTERNSHIP PROGRAM?

Our Career Internship Program provides eligible employers with up to 50 per cent of an intern’s salary and mandatory employment related costs (MERCs) (up to $25,000 over a seven-to-12-month term) for full-time, career-focused positions that lead to permanent employment.

This program is designed to:
- support employers with hiring and training emerging professionals;
- support the growth of commercial operations or service delivery of Basin organizations;
- stimulate economic activity and regional workforce development;
- provide post-secondary graduates with the opportunity to develop skills and experience in their chosen field and gain meaningful and sustainable employment; and
- inspire graduates to return to, move to, or stay in the Basin.

WHO CAN APPLY?

Eligible employers are businesses, registered non-profits, First Nations communities, and local governments within the Columbia Basin Trust region (ourtrust.org/map) that have a demonstrated fiscal and organizational need for an intern and wage funding. Employers must meet all other eligibility requirements.

IS THERE AN APPLICATION DEADLINE?

Applications will be reviewed and accepted on an ongoing basis until all funding for the program has been committed. Incomplete applications will not be considered.

HOW MUCH CAN I APPLY FOR?

Successful applicants will be eligible to receive up to 50 per cent of the intern’s salary and mandatory employment related costs (MERCs) (to a maximum of $25,000 over a seven-to-12-month internship).

WHY IS THE INTERNSHIP CONSIDERED A PERMANENT POSITION?

The objective of this program is for the intern to become a permanent employee that continues to support the organization’s growth of commercial operations or service delivery after the internship ends. The intern will be considered a permanent employee at the time of hire (unlike traditional short-term internship contracts and/or subsidized student positions).
WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Eligible Job Criteria

Funding will be considered for internships that:

- are a full-time position for seven to 12 months;
- lead to permanent employment after the internship period;*
- 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; and
- require the intern to work in the Columbia Basin Trust region.

* The Trust may, at its discretion, consider funding an internship for a seasonal position, depending on the length of the season, intern opportunity, and the overall alignment with the objective of the program.

INELIGIBLE JOB CRITERIA

Funding will NOT be considered for internships that:

- result in the displacement of a current employee;
- are in existing sector-specific Intern programs in the science, technology, engineering, mathematics, environmental, mining and agriculture sectors;
- support the delivery of government-funded programs or initiatives (Federal or Provincial);
- are Industry Training Authority (ITA) apprentice positions;
- are planning and/or research related positions; and
- include any advocacy or lobbying work.

Employer Criteria

To be eligible for the Career Internship Program, the business or organization must:

- demonstrate how this wage funding will support the organization to build capacity and achieve its business goals;
- demonstrate a fiscal and organizational need for the internship and wage funding;
- demonstrate a strong plan for sustaining the position after the internship;
- complete a training plan that demonstrates a commitment to the intern’s career development and opportunities for peer learning within the organization;
- be able to hire the intern within three months of approval;
- not be receiving funding for the same intern position from another wage subsidy program;
- not be receiving government funds (Federal or Provincial or local) for the same intern position and/or intern responsibilities;
- have been in existence for more than one year;
- be in good standing with BC Corporate Registry;
- have a WorkSafeBC account in good standing;
- adhere to labour laws; and
- be located and based in the Columbia Basin Trust region.

Questions?
1.800.505.8998
internship@ourtrust.org
**Intern Criteria**

The intern must:

- have graduated from a post-secondary institution within the previous five years prior to the start of the internship;
- be residing in the Columbia Basin Trust region when the internship starts;
- be hired as a full-time permanent employee not as a contractor;
- not be a relative of the business owner, senior management or Board of Director;
- not be currently employed by the business; and
- be legally able to work in Canada.

**Wage Criteria**

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/](http://www.jobbank.gc.ca/).

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 [here](http://www.jobbank.gc.ca/).

**HOW DOES THE TRUST SELECT SUCCESSFUL APPLICANTS?**

The Trust selects successful applicants to participate using the criteria outlined above, while also considering the program’s overall objectives:

- to support Basin residents and new graduates with opportunities to gain employment experience that directly relates to their field of study;
- to support the hiring and training of emerging professionals that will add value to and stimulate economic activity in the Basin; and
- to support organizations and internships must have a direct impact on the Basin.

**DOES THE PROGRAM HELP ME RECRUIT AND HIRE THE INTERN?**

Successful applicants are responsible for recruiting and hiring the appropriate intern for the position.
HOW DO I APPLY?

1. Review the Application Worksheet. This is an optional tool if you would like to work offline and contains additional information on the application questions. This form cannot be used as your application.

2. When you are ready, complete the online application form.

3. You may save a draft and return to it at a later date to resume your application.

4. Once your application is complete, and you have completed all the steps, click Submit. After you submit, you will receive an email confirmation that will contain your application.

5. If you need to make an edit to the submitted application before the application deadline, you can do so from the Your Entries and Drafts page on the application form website.

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 and sectors 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.