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INTERN SUPPORT PROGRAM

INTERN OVERVIEW

**Empowering Emerging Youth Leaders within the
Environmental Nonprofit Sector**

- 2024/2025 -





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WHY ECO-INTERNSHIPS?

Many youths struggle to secure jobs, and do not receive any responses after completing hundreds of applications, or are only offered jobs that they deem overqualified for. According to Statistics Canada (2023), the unemployment rate for youth in Canada is 10.7%, which is significantly higher than the national average of 5.5%. There are many contributing factors to the high unemployment rate among youth, including a lack of professional experience, soft skills from academic institutions, and personal networks (The Expert Panel on Youth Employment, 2017). However, the blame can not be put on organizations, as many are facing economic hardships with increased costs, facing barriers in hiring and training interns and full-time staff.

Rural communities even have higher unemployment rates, as shown in Nunavut's 14% and Newfoundland and Labrador's 11.3% unemployment rate in 2022 (Job Bank, 2023). Furthermore, according to the 2022 Canada Job Bank's Economic Scan, 60.5% of the population in Yukon, Northwest Territories, and Nunavut were Black, Indigenous, and people of colour (BIPOC) individuals, which is close to double the national average of 30.9%.

To support the cause of reducing barriers to youth employment, Eco-Internships has supported over 180 youths in over 5 provinces by matching them with 70 environmental organizations through our

Intern Support Program (ISP). Furthermore, 63% of the youth participants have been able to secure a full-time job within 3 months of completing their placement, showcasing the ISP's success in preparing youths to participate in the labor market. We have supported youths all across the country including Ontario, Quebec, Nova Scotia, British Columbia and Alberta.

MISSION/VISION

Our mission is to create sustainable jobs for youth and equip them with the skills and experience necessary to excel in the sector. Eco-internships supports environmental organizations across Canada by connecting nonprofits to funding opportunities to hire interns through wage subsidy grants and other funding.

Eco-Internships' key objective is to provide productive and successful employment opportunities for both nonprofits and youth throughout Canada. How we achieve this is by equipping youth with the career development skills and experience to contribute to their organizations and deliver on key projects. We also provide employer organizations with the tools, knowledge, and systems necessary to adequately support their youth throughout work placements.

To learn more about Eco-Internships, check out our introduction video: **"What is Eco-Internships?"** on our shared YouTube Channel.

We are a proud partner of Sustainable Capacity Solutions



SUSTAINABLE



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GENERAL JOB DESCRIPTION

The possible Sustainability Intern duties are as follows (but not limited to):

- Coordinate communications through social media, website updates, and other communication strategies.
- Assist with fundraising for the organization
- Event management and planning
- General outreach and stakeholder engagement for the organization
- Participate in monthly National Capital Environmental Nonprofit Network (NCENN) meetings
- Support the preparation of reports including key materials and photos.
- Potential fieldwork
- Digital communications
- Complete the Intern Training Program and invest in learning and professional development

SUMMARY OF ROLE

The Sustainability Intern will work under the guidance of a Manager and/or Board of Directors. An assigned mentor from another environmental group will also help guide them in their role. Depending on the specific needs of the ENPO, the sustainability intern will develop programs, help fundraise, lead communications and social media, support partnerships, and participate in networking opportunities. The intern will also take part in a mandatory nonprofit internship training program, provided by the Capacity Building Institute as part of their role.

COMPENSATION

\$20/hour for 30 hours/week

DURATION

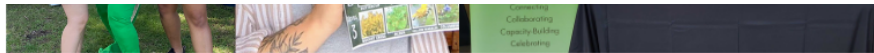
16-46 Weeks

Internship, Full-Time

“**THE INTERNSHIP PROGRAM WAS VALUABLE BECAUSE IT ALLOWED ME TO FAST-TRACK MY PROFESSIONAL DEVELOPMENT IN A WAY I SIMPLY COULDN'T DO IN SUCH A SHORT TIME ON MY OWN. I RECEIVED A PLETHORA OF JOB-SPECIFIC SKILLS WHICH I'LL ALWAYS CARRY WITH ME, AND MADE CONNECTIONS WITH OTHER INTERNS AND EXPERIENCED PROFESSIONALS IN THE INDUSTRY.**”

- GERRY CHURCHILL, 2021





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A GREAT TRANSITION FROM MY ACADEMIC CAREER INTO PURSUING A "REAL" JOB WITHIN THE ENVIRONMENTAL SECTOR. I THOUGHT IT WAS A GREAT EXPERIENCE TO GET TO KNOW MANY LIKE-MINDED FOLKS, LEARN ABOUT IMPORTANT NON-PROFIT BASICS, AND TO GET FAMILIAR WITH COMMON JOB REQUIREMENTS LIKE EVENT PLANNING AND COMMUNICATION TECHNIQUES. OVERALL, IT WAS SUPER INTERACTIVE AND FUN! I WOULD DEFINITELY RECOMMEND THIS PLACEMENT FOR YOUNG PROFESSIONALS AND PEOPLE WHO ARE NEW TO THE WORLD OF ENGO WORK!

- Julia Derue, 2021



Eligibility Requirements



Eco-Interns must fit within these guidelines:

- Cannot be a current employee of the hiring organization (does not apply to previous co-op students or student interns, although this must be indicated by the employer).
- Be a graduate of degree or diploma programs from universities, colleges, post-secondary schools of technology, post-secondary institutions, and CEGEP (collège d'enseignement général et professionnel, Québec). These may be either publicly or privately funded institutions.
- Between the ages of 18-30 at the start of the internship.
- Be Canadian citizens, permanent residents, or persons granted refugee status in Canada*. (**student and work VISAs not eligible**)
- Be available to work for at least six months (26 weeks)
- Not a previous participant of a federal Youth Employment and Skills Strategy (YESS) program.

**Refugee protection must be conferred under the Immigration and Refugee Protection Act. Persons awaiting refugee status, as well as those who hold a temporary visitor visa, student visa or work visa, are ineligible.*



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Candidate Selection Process

HOW TO APPLY

Candidates can submit their application through **the job portal** on the Eco-Internships' website: **www.ecointernships.ca** and will need to include a cover letter, resumé, and answer an eligibility questionnaire.

Candidates apply to the "General Pool: Sustainability Internship" position where they are reviewed by Eco-Internships and potentially matched with an organization. The general pool is NOT an application for a specific job, but rather for an internship with one of the participating organizations. Being matched to an organization does NOT guarantee you a placement, as it is ultimately the employer's decision on who they hire. If a candidate wishes to work for a specific organization, they should indicate which organization in their application.

HIRING PROCESS & TIMELINE

The application portal for the Sustainability Intern position(s) opens in January. The job listing will be posted on our website, GoodWork.ca, and various other public and institutional job boards.

Applications submitted through our portal will be initially reviewed by our hiring team at Eco-Internships. If the application is determined to be a good potential match with an organization, then we will notify the intern candidate via email with a copy of the organization-specific job description. It is the responsibility of the employer to contact you to schedule an interview. This is an ongoing process that will begin in April and continue until August.

A candidate who is selected for an internship with an organization will receive a conditional offer letter. These internships are highly dependent on the approval of a government wage subsidy grant, which ultimately determines if and when the intern starts the internship. This is a lengthy process that requires time to secure the funding for the position, so we request that the candidate inform us if they secure a position elsewhere during the process. Starting dates for the various internships can range anywhere from June to September, depending on when the hiring organization can secure a grant.



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Matching Organizations

BE PROACTIVE!

Do you have an environmental, non-profit organization you want to work for or already have a contact/connection with? We encourage you to reach out to them directly and inform them about our program! You can e-introduce the organization to our team OR send us their information and we can contact them on your behalf. You can download the [Employer Recruitment Package](#) from our website and direct them to watch our 3-minute trailer about the program: [What is Eco-Internships?](#) If this option is of interest to you, feel free to email us and we can work with you to increase your chances of getting an internship.

Additionally, make sure to apply for any job postings that are posted by the organization directly. Some of our participating organizations are doing the recruitment themselves in addition to accepting candidates that we send them, so it will increase your chances if your resume appears both in our candidate pool and the organization's pool of resumes.

We have posted the list of participating organizations on our [website HERE](#) - this will be periodically updated as employers sign-up for the program. Do not hesitate to contact us if you need any further clarification on any of the information provided above.

SAMPLE EMAIL TEMPLATE

Hello [NAME],

First Paragraph - Introduce yourself and state reason for your email. Customize this depending on the current relationship you have with the person you are reaching out to.

Second Paragraph: Eco-Internships is a non-profit organization designed to help grassroots environmental non-profit organizations (ENPOs) with human resources and staffing needs. Their mission is to build capacity by connecting organizations like yours to funding opportunities to hire youth interns through wage subsidy grants and other funding. Hear more about their program by watching their video "[TRAILER: Introducing Eco-Internships](#)." I have also attached a link to their [1-pager](#) and [2024/2025 Employer Recruitment Package](#) for you to review.

Third Paragraph - State why you would like to work for this organization and suggest meeting to learn more about the organization and what support they may need. BUILD THAT RELATIONSHIP!

"I have applied to participate as a candidate for this program and would love to speak with you on the possible opportunities available with [ORG NAME]. If you have further questions about the details of the program, you can contact Hannah Rockburn at info@ecointernships.ca.

I look forward to speaking with you.

NOTE: Feel free to copy the info@ecointernship.ca email to your initial outreach. OR you can

connect us later after you have met with your connection.

GOOD LUCK!



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THE INTERN TRAINING PROGRAM HAS HELPED ME GROW AS A PROFESSIONAL IN THE NON-PROFIT SECTOR, AS A WORKPLACE COMMUNICATOR, AND AS AN INDIVIDUAL. THE ITP'S STRONG EMPHASIS ON WRITING SKILLS AND BOARD GOVERNANCE HAS DIRECTLY TRANSLATED INTO MY INTERNSHIP PLACEMENT WHILE EASING MY TRANSITION INTO THE ENERGY MANAGEMENT FIELD. I AM HAPPY THAT STEP-UP'S CORE MISSION HAS ALIGNED SO WELL WITH MY PERSONAL VALUES AS WELL AS MY PROFESSIONAL ASPIRATIONS

-ISOBEL ANDERSON, 2023



THE GOAL

The goal of the Intern Support Program is to provide skill development to help youth advance their careers and increase their engagement within Canada's environment. These skills apply to nonprofits, but they are also transferable hard and soft skills that can be utilized in various sectors. Our participants have gone on to work in government, the environmental nonprofit sector, and within the STEM sector.

NON-PROFIT INTERN TRAINING

To ensure a successful placement, Eco-Internships has partnered with the Capacity Building Institute to provide nonprofit training to all interns participating in our program. The training includes a specialized, self-directed 70-hour training course with 25 hours of live, virtual sessions and roughly 45 hours of readings, video tutorials, and assignments. Additionally, the course includes presentations from nonprofit experts on various topics in the sector to provide real-world insight.

The intern is expected to attend a one-week intensive training boot camp, along with 2-hour monthly check-ins throughout the duration of their internship. These live sessions are mandatory to attend and count as working hours. In addition to the online materials, there are six assignments to complete. Once all the assignments have been completed, the intern will receive an official "certification of completion" along with lifetime access to the course materials.

TRAINING DATES

Week Intensive Dates

(Mon-Fri, 11AM-2PM EST): **JULY 15-19**
AUGUST 12-16
SEPTEMBER 9-13

**Only attend 1 week based on hiring date.*

Monthly Group Meetings

(Tues, 12-2PM EST): **SEPTEMBER 3**
OCTOBER 8
NOVEMBER 12
DECEMBER 10
JANUARY 14

See Appendix A for an outline of the themes covered in the training.



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WHAT IS AN INTERN MENTOR?

The Intern Mentor is a supporting role to help interns in their positions. Each Mentor will have up to 10 interns to work with over the course of the internship.

The purpose of the Intern Mentor is to support and guide the youth intern, especially when they are working for a very small organization with no other staff. In these cases, interns can feel isolated and lost during their internship. It is important that they have some direct feedback and support to help make the internship a success. Mentors are NOT supervisors - instead they are more like a coach, cheerleader, sounding board, and supporter.

The Intern Mentors are all past interns of this program, so they know first hand what it means to take part in an internship. Our Mentors also work mostly for small shop environmental organizations so they can relate to what issues the interns are going through over the course of their role.

"YOU CAN ASK THEM ANYTHING ABOUT YOUR ORGANIZATION, WORK LIFE, DEALING WITH COWORKERS, ETC. AND THEY ARE THERE WITHOUT JUDGEMENT. CAN ALSO HELP NAVIGATE PROBLEMS, LIKE COMMUNICATION WITH OTHER COWORKERS/BOARD MEMBERS."

- MADDIE STEWART, 2022



"

MENTORS WERE ABLE TO SHARE THEIR PAST EXPERIENCES ON THE STRUGGLES OF AN INTERN AND HOW BEST TO APPROACH THE INTERNSHIP FROM A MENTAL HEALTH PERSPECTIVE AS WELL AS A PERFORMANCE PERSPECTIVE. I CONSIDER THESE TIPS INVALUABLE GOING FORWARD IN MY INTERNSHIP.

- MANON VESELOVSKY, 2021



"

"

"TO ME, THE MENTORSHIP PROGRAM WAS A CRUCIAL PART OF MY INTERNSHIP. WITH THE PROGRAM, I WAS ABLE TO SEEK GUIDANCE FROM MY MENTOR TO HELP SOLVE IMPORTANT MANAGEMENT ISSUES. THIS SUPPORT GAVE ME THE TOOLS AND INITIATIVE TO SOLVE FUTURE ISSUES ON MY OWN.

- STEPHANIE BRUNET, 2021





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BEYOND THE PROGRAM

This internship program may be short but the goal is to develop your skill set, build connections & networking opportunities, and provide you with the necessary skills to work in the nonprofit sector. The connections and network you build during your internship has the potential to follow you and help you build a career in the non-profit sector. Below are some testimonials from past interns about what they have been up to since their internship(s) ended.

TALAL EL AYOUBI, 2017 INTERN



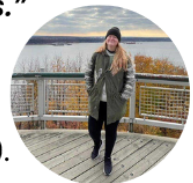
Talal was one of the first interns to intern through Sustainable Eastern Ontario's original program in 2017. Today that program has grown into Eco-Internships and programs run by the Capacity Building Institute.

Since completing his internship, Talal has worked on energy efficiency programs for the past 4.5 years in various roles for CLEAResult, one of North America's largest energy solutions consultancies. Today, he is a Residential Energy Auditor working on the Greener Homes program. According to Talal,

"the biggest takeaway for me was learning to take ownership of my work and being able to work independently on my case studies, while also participating on a collaborative project with team members as well as members of other NGOs."

LAURA MCLEAN, 2019 INTERN

Laura was an intern at Tucker House Renewal Centre between 2019 and 2020. During that time, she worked alongside her colleagues to host community events, training, workshops and more. With the division of the tasks between the team, Laura took on managing the organization's social media presence, website and outreach and quickly discovered her passion for all things communications.



Laura currently works as a Marketing and Communications Coordinator at COPA, a membership association in Ottawa.



SABRINA GUVENC, 2021 INTERN

Sabrina interned with the Ottawa Biosphere Eco-City (OBEC) in 2021. She was involved in many of their community workshops and events and managed community outreach and engagement. Following her time at OBEC, Sabrina began working as an Eco-Internships manager.

Today she works as the Climate Coordinator for the Township of King. Her position focuses on the Climate Action Plan and different Climate Change Projects and policies at King.



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Appendix A: Training Program Themes

Introduction to Sustainability

- What is Sustainability?
- Introduction to the Sustainable Development Goals
- Environmental Policy related to non-profits
- Territorial Land Acknowledgments

Nonprofit Basics

- Working for an environmental organization
- Understanding the nonprofit sector
- Board Governance

Fundraising 101

- How to raise money for your nonprofit
- Creating a budget
- Grant writing
- Fund Development

Communications & Public Speaking

- Developing your nonprofit 'pitch'
- Public speaking and networking
- Intro to marketing for your non-profit
- Volunteer & Stakeholder Engagement

Career & Skill Development

- Skills development and planning
- Goal-setting and career-building
- Resume Reviews & Mock Interviews
- Professional Networking
- A.I. for Non-profits

Leadership & Organizational Culture

- Developing yourself as a leader
- Governance and leadership roles
- Diversity, Equity & Inclusion

Mental Health & Self Care

- G.R.O.W. Goals
- Work-life balance

Trainers & Facilitators



Kristina Inrig



Sam Laprade



Alex Keenan



Dwaine Taylor



Nasha Choudhury



Hannah Rockburn



Chantal Haigh

Neena Chaudhary, Hannah Rockwell, Charlotte Hargreaves



Photo Credit: Karli Zschogner



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