



eco-internships

Employer Recruitment Package



INTERN SUPPORT PROGRAM

- 2024 / 2025 -

Providing grassroots environmental non-profits with
human resources & staffing support

613-663-2553 ext. 2

info@ecointernships.ca

www.ecointernships.ca





Welcome!

Hello Friend,

Thank you for your interest in our Intern Support Program for 2024! We can't wait to learn about all the important work your organization does and to meet the amazing people (that's you!) making it all possible.

Three years ago, I was first introduced to the non-profit sector as an intern at Greening Sacred Spaces (GSS) Ottawa. At this time, Eco-Internships was a collaborative youth internship program offered through Sustainable Eastern Ontario (SEO). With no experience or connections in the environmental sector, I found the training, mentorship, and networking opportunities very beneficial for my career and skills development. Alongside a small team of enthusiastic youth leaders, we further developed the Internship Program into what Eco-Internships are today.

Our services are specifically designed to help grassroots, environmental non-profit organizations (ENPOs) navigate what can feel like an overwhelming process of hiring an intern, especially if your organization has yet to have any paid or full-time staff. We aim to strengthen the Canadian environmental sector by reducing the financial and administrative burden associated with this process, making these opportunities more accessible for organizations like yours. By joining our network of ENPOs, our team will commit to working with you each year to build your capacity, both as an organization and as an emerging leader in the sector. We take a practical, hands-on approach to improve your human resource operations while ensuring all parties have a positive internship experience.

The following recruitment package will give you a detailed overview of the Intern Support Program and how to apply for the 2024/2025 program. There is a limit to how many organizations we can actively support each year, so do not hesitate to fill out an application! Every submitted application will be reviewed personally by our team. After reading through the information provided, if you have any further questions, you can book an appointment with me through the contact page on our website: www.ecointernships.ca

I look forward to reviewing your applications!

Regards,



Hannah Rockburn | Operations Manager, Eco-Internships





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WHY ECO-INTERNSHIPS?

Many youths who struggle to secure jobs do not receive any responses after completing hundreds of applications or are only offered jobs they deem overqualified. According to Statistics Canada (2023), the unemployment rate for youth in Canada is 10.7%, significantly higher than the national average of 5.5%. Many contributing factors to youth unemployment include 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 face economic hardships with increased costs and barriers in hiring and training interns and full-time staff.

Rural communities 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 have supported over 180 youths across 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 labour market. We have supported youths all across the country including Ontario, Quebec, Nova Scotia, British Columbia and Alberta.

We are a proud partner of Sustainable Capacity Solutions



**SUSTAINABLE
CAPACITY
SOLUTIONS**

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.





INTERN SUPPORT PROGRAM

eco-internships



"KATIE BROUGHT NEW IDEAS FOR OUR ENGAGEMENT MANAGER ROLE AND WAS ACTIVELY SEEKING NEW OPPORTUNITIES AND DELIVERING ALL OF OUR WORKSHOPS."

*-KATHY WOROBEK , 2022
FONDATION GREENLEARNING CANADA*

OUR GOAL

The Intern Support Program aims to develop skills and practical experience to help youth advance their careers. These skills apply to non-profits but are also transferable skills that can be utilized in various sectors. Some interns continued their careers in the non-profit sector, whereas others have moved on to work in government, or private sectors in STEM-related fields.

The interns work for 30 hours/week for a minimum of 26 weeks, where they spend most of their time on organizational projects, with a designated number of hours every month devoted to non-profit training and mentorship.

While Eco-Internships is a relatively new organization, our work-building capacity for grassroots organizations stretches back over seven years. Based on our experience, the strength of intern support is a major factor in fostering success - for both the employer as well as the intern.

WHY HIRE INTERNS?

Many of us don't have stable funding to sustain core payroll for full-time staff, so working with interns is a great way to:

1. Strengthen the organization's capacity to get more done
2. Improve organizational diversity
3. Provide opportunities for youth to gain experience in the environmental sector
4. Develop the leadership and soft skills interns need to succeed and strengthen the non-profit community
5. Create opportunities that build workforce development, leading to stable and permanent positions for the organization and the intern

Our Intern Support program achieves these goals by fostering youth leadership development by providing training, mentorship and network-building opportunities.



ECO-INTERNSHIPS IS AN INVALUABLE RESOURCE. THEY GUIDED US THROUGH THE PROCESS FROM START TO FINISH AND PROVIDED VALUABLE TRAINING AND SUPPORT TO OUR INTERN. THEY COMMUNICATED TO US FREQUENTLY AND ON A VERY TIMELY BASIS, MAKING SURE WE WERE AWARE OF ALL TIMELINES AND DEADLINES FOR APPLICATIONS AND REPORTING.

*- DARYL NEVE, 2022
DOG & CRANBERRY LAKES ASSOCIATION*



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



The Intern Mentors are all past interns of this program, so they know firsthand 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.

WHAT IS AN INTERN MENTOR?

The Intern Mentor is a supporting role in helping 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 coaches, cheerleaders, sounding boards, and supporters

"I AM SO INSPIRED BY THE INTERNS AND SO HAPPY THAT I WAS ABLE TO LEARN FROM THEM AS WELL. IT IS A PRIVILEGE TO BE ABLE TO SUPPORT THE INTERNS AND ADVOCATE ON THEIR BEHALF."

-PRAGYA DAWADI, 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



MANAGEMENT SUPERVISION EXPECTATIONS

As the primary supervisor, you are expected to provide your intern(s) with an orientation package at the start of the internship. This can include:

- An overview of the organization's history
- Current program overview documents
- List of current board members
- Copies of any internal documents (strategic plan, annual reports, various policies, etc.),
- Samples of past grant applications
- Website links
- Their intern deliverables document
- A copy of the organization's annual/program budget
- any other relevant account login information

You will also need to set up weekly check-ins with your intern(s) - we usually suggest having this meeting at the beginning of each week to review their progress and help set priorities for that week. These weekly meetings are VERY important for both you and your intern to have a positive and successful experience. A mid-term and final performance evaluation should also be completed with your intern during the internship. The midterm review is a great time to discuss if any adjustments need to be made to their original set of deliverables. If adjustments are needed, a revised version should be created and signed by both you and the intern, displaying that all parties agree to the changes.

Suppose your organization does not have the capacity to meet regularly with your intern. In that case, our team at Eco-Internships will connect you with our partner organization, Eco Executive Director, to provide you with an Intern Manager and further discuss their shared ED services.

NOTE: AN "EMPLOYERS CHECKLIST" AND TIMELINE OVERVIEW HAVE BEEN PROVIDED IN APPENDIX A

WHAT IS AN INTERN DELIVERABLES DOCUMENT?

The intern deliverables document lists 3-5 priorities for the intern to complete to consider their internship a success. This document will help give them guidance to keep their projects and general work on track.

We encourage supervisors to refer to these deliverables regularly and reassess the priorities during midterm performance reviews. It is common for priorities to change during the internship, but it is important to record the agreed-upon changes. This revised list should be signed by both the supervisor and the intern.

The interns are asked to take their deliverables and create a detailed work plan as part of the nonprofit training.





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



TRAINING DATES

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

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

Monthly Group Meetings **SEPTEMBER 3**
 (Tues, 12-2PM EST): **OCTOBER 8**
NOVEMBER 12
DECEMBER 10
JANUARY 14
FEBRUARY 11

TRAINING COSTS

Total Cost of Training: \$3750 / Intern

HOWEVER, The minimum cost to participate in this training is ONLY \$150/Intern.* Through available grants and other government funding, there are additional opportunities to subsidize the remaining training costs. Eco-Internships will review each organization on a case-by-case basis.

*Limited number of fully sponsored positions are available.

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

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.



ENVIRONMENTAL STORIES ARE POWERFUL TOOLS TO RAISE AWARENESS, ACTION AND COMMITMENT TO PROTECTING OUR PLANET. IT INSPIRES ME TO MAKE INDIVIDUAL CHANGES, TO MOBILIZE COMMUNITIES THUS CONTRIBUTING TO A MORE SUSTAINABLE FUTURE FOR ALL.

- CLUDE PIERRE, 2023





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



Ottawa Summer Socials 2021

Eligibility Requirements

Your organization needs to meet the following criteria to be eligible for the Intern Support Program:

- Be an incorporated environmental nonprofit organization OR partner with an incorporated organization. Nonprofits that have a sustainability focus can also apply.
- Have annual revenue less than \$500,000
- Located in Canada
- Have official accounting software to issue paystubs (e.g. Quickbooks, Sage, Wagepoint, etc.)

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 the employer must indicate this).
- 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 15-30 (inclusive) 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 previous participants of a federal youth employment 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.*





LEVELS OF ENGAGEMENT

Every organization has different needs based on its current capacity. Below we have broken down the various levels of engagement that Eco-Internships can help support your organization.

TIER 1: RECRUITMENT & INTERN SUPPORT

COST: Minimum \$350 CAD

- For larger organizations with a staff team, typically \$300-\$500K in annual revenue
- Hiring organization handle their own HR & bookkeeping
- Mandatory nonprofit Intern training provided
- Intern Mentor assigned to the organization
- Access to resources in the "Employer Portal"

TIER 2: COACHING SUPPORT

COST: Minimum \$250 CAD

Everything in Tier 1 and the following:

- Intern recruitment & onboarding paperwork provided
- monitoring of funder portals
- Report deadline reminders
- Guided coaching on wage subsidy applications
- For GreenBooks clients: Direct uploads of pay stubs and subsidy reports as required
- Employer Human Resources & Administration Coaching
- Access to shared fundraising calendar & Zoom account

SHARED OFFICE SPACE

For any interns located in Ottawa, ON we offer full access to our shared office space located at 136F Billings Avenue, Ottawa, ON K1H 5K9. The office is equipped with hot desks, high-speed internet, a media/conference room, a kitchenette, an open co-working space, a printer, pop-up tables, FREE parking and more! Coming into the office is a great way to get out of the house and meet colleagues - especially if your hiring organization does not have a dedicated office space.



TIER 3: FULL SUPPORT

COST: Minimum \$150 CAD (training fees only)

Everything in Tier 3 and the following:

- Apply for wage subsidies on behalf of the hiring organization
- Management of reports/claims
- Management of funder portals and only request specific information when needed
- Technical assistance & setup in Google Workspace, Slack, Canva, etc.





FINANCING YOUR INTERN

INTERN'S SALARY

The minimum compensation for the intern's position is \$20/hr for 30hrs/week for 26 weeks. You are welcome to pay the intern a higher wage or increase the hours up to 40 hrs/week for a maximum of 52 weeks.

WHAT DOES IT COST?

It costs approximately \$20,000 to hire an intern for 6 months (if following the indicated salary above). The wage subsidy grants will cover 75-100% of these costs up to \$25,000. Depending on the type of grant received, the hiring organization will have to cover up to 25% of the intern's salary (approx. \$5000).

The mandatory nonprofit training provided by the Capacity Building Institute is an additional cost of \$3750 (taxes included). Separate training & support grants are available that can cover 80-100% of the training costs. However, it is VERY important that you request to receive training dollars during the application process. Most delivery organizations will approve up to \$5000 for "wrap-around" services, which includes training. Eco-Internships will provide the hiring organizations with a short overview description they can include in the applications. It is the hiring organization's responsibility to cover the difference. However, in the case where insufficient funding is a concern, then Eco-Internships may be able to provide additional funding to subsidize the training fees further. We do not want the cost of the training to be the reason an organization cannot participate in the program.

WAGE SUBSIDY DELIVERY ORGANIZATIONS

Below is a list of the different delivery organizations we can apply for wage subsidy grants:

- Colleges and Institutes Canada (Career Launcher)
- United Nations Association in Canada
- ECO Canada
- Electricity Human Resources Canada
- BioTalent Canada
- Clean Foundation

FEEES FOR SHARED OFFICE SPACE

Space Type	Base Fee
Dedicated Desk*	\$100/month
Conference Room (Max 20 people)**	Minimum \$50 up to \$300 / day
Co-working space (Max 10 people)**	Minimum \$50 up to \$150 / day
Hot Desks	FREE: first-come, first-serve basis

*Prices can be adjusted based on your organization's needs.

**Additional media equipment can be provided upon request.

NOTE: Monthly fee based on office access Monday-Friday 9AM-5PM EST (roughly 20 days/month). Contact Hannah Rockburn to further discuss booking the office!





"AS THE EXECUTIVE DIRECTOR OF A NONPROFIT ORGANIZATION, I RELY HEAVILY ON THE SERVICES OF GREENBOOKS FOR OUR PAYROLL AND ACCOUNTS PAYABLE. IT IS A GREAT RESOURCE ON WHOM I CAN COUNT!"



-MARIE VEILLEUX,
MAISON TUCKER HOUSE

FINANCIAL ASSISTANCE

We understand that some organizations may not be able to afford their contribution of the intern’s wage or training and will need additional grants or other funding. Eco-Internships has partnered with the Sustainable Capacity Foundation (SCF) to help make this program more financially accessible by supplying capacity-building grants on a case-by-case basis. However, we strongly encourage your organization to actively apply for other funding opportunities to help pay for the training. One example is to include a section in your program budget for training when applying for grants. In past years, Canada Job Grants have been a source of receiving training dollars, but you need to apply for these grants PRIOR to the start of the training. Our team at Eco-Internships will provide additional support in your search as program participants.



PAY STUBS

As part of the requirements for the wage subsidy grant, the paystubs need to be from an official accounting software (e.g. QuickBooks, Wagepoint, etc.) and be submitted to Eco-Internships (or directly to the funder) regularly. Paystubs created in Microsoft Excel by an accountant will be rejected.

PAYROLL & CASH FLOW LOANS

Many of these wage subsidy grants do NOT reimburse the hiring organization until after their midterm reports are submitted, which means the organization will have to front the first 3-6 months in payroll. This often presents a cash flow issue for small non-profits as they can not afford to cover the first 3-6 months of payroll on their own. If this is the case for your organization, you can apply for a low interest cash flow loan through the Sustainable Capacity Foundation. Organizations participating in our program get priority consideration for these requests. Additionally, we will help advise you on how to set up payroll for your interns OR support payroll through the services provided by one of our partners, GreenBooks Financial Services.

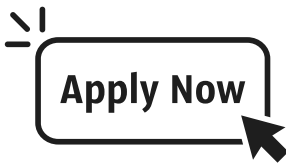
These specific financial supports are VERY limited, and will be reviewed on a case-by-case basis.



HOW TO SIGN UP

STEP 1: SUBMIT EMPLOYER APPLICATION FORM

- Go to our website: www.ecointernships.ca and click the "Apply Now" button to fill out the 2024 Employer Intake Application Form.
- What you will need for the application:
 - Contact Information
 - name, email, phone number, address, etc. for hiring organization
 - Organization Background
 - Mission & Vision
 - Description of activities
 - Annual Revenue
 - Incorporation/business number
 - JPEG or PNG version of your Logo
 - A rough idea of intern preferences/job description



STEP 3: SIGN PARTICIPANT AGREEMENT WITH ECO-INTERNSHIPS

Once our team reviews and approves your application, the hiring organization will be required to sign an agreement with Eco-Internships outlining the agreed-upon services. This document will be reviewed each year and adjusted accordingly.

NEXT STEPS

Review the Employer Checklist provided in Appendix A to start preparing the necessary documents and financial supports for your organization.



NOTE: If you partner with another organization to share an intern, you will need to include their contact and organizational information for the application. However, you do NOT need to have a partner organization in mind to apply.

STEP 2: BOOK A FOLLOW-UP MEETING

Go to the "Contact" page on our website to book a 30-minute appointment to review your application.

HIRING YOUR INTERNS – TIP

If you will be hiring on your own, we highly recommend posting on GoodWork.ca to find good-quality candidates!

Thank you for taking the time to read through this document! See Appendix A for further resources and key contact information. We look forward to reading your application!





TIMELINE OVERVIEW

● JANUARY

- Employer Intake Application form opens
- Intern candidate application form opens

● MARCH

- Matching process & interviews begin

● APRIL

- First wave of wage subsidy applications open

● JUNE

- Earliest potential start dates of internships

● JULY

- Virtual Nonprofit Internship Training officially starts

● AUGUST

- Applications close for 2024

● SEPTEMBER – NOVEMBER

- Midterm reports due
- Eco-Internships' midterm feedback survey due

● DECEMBER – FEBRUARY

- Program evaluation, final reports, exit Interviews
- Eco-Internships' final feedback survey due

NOTE: MIDTERM AND FINAL REPORTS ARE SUBJECT TO THE INTERN'S HIRING AND END DATES.





EMPLOYER'S CHECKLIST

✓ ECO-INTERNSHIP APPLICATION PROCESS (January - July)

- Fill out the Employer Intake Application Form on our website: www.ecointernships.ca
- Application review meeting with Eco-Internships' staff
- Sign Agreement with Eco-Internships

✓ BEFORE INTERNSHIP BEGINS (February - September)

- Create job description
 - To be posted on various job boards and used for the interview processNOTE: We encourage you to post your own job description. You can link it to our general job pool and have candidates identify your organization in their cover letters.
- Set up your Capacity Building Institute account to access the "Eco-Internships Employer Portal."
- Create an Intern Deliverables Document
 - Organization description
 - Supervisor contact information
 - List of 3-5 priorities for the intern to complete during their internshipNOTE: Template provided in the portal
- Give Eco-Internships access to shared support email and funder portal logins.
 - Create an account if needed, or change the contact email to a shared email
 - Depending on which Tier you are registered under
- Apply for wage subsidy grants with support from Eco-Internships
 - Review & verify the organizational budget for an intern
 - Sign wage subsidy agreement(s) & contracts with the delivery organization
- Apply for a cashflow loan/capacity grant with the Sustainable Capacity Foundation
- Prepare Intern Orientation Package
 - Information on the organizational history & board members
 - Overview of current programs/initiatives
 - Any governance documents/policies (strategic plan, fundraising plan, etc.)
 - Copy of past grant applications and current program budget
 - Past annual reports
- Set up a digital shared workspace for the intern
 - Work email (create a generic email such as "outreach@")
 - Google Workspace OR Microsoft Office, etc.
- Choose your intern(s)!
 - Receive intern candidate recommendations from Eco-Internships
 - Conduct organization-specific interviews with selected candidates
 - Send a conditional offer letter to the chosen candidate(s)NOTE: Have a "top 5 list," as candidates may secure a position elsewhere throughout the process.
- Send Eco-Internships a copy of the signed final wage subsidy agreement
- Sign Eco-Internships' onboarding documents
 - Intern contract





EMPLOYER'S CHECKLIST

✓ DURING INTERNSHIP (June 2023 - February 2024)

- Review work plan and timesheet(s) with the intern
- Weekly meetings with the intern
- Complete required wage subsidy funder report(s)
 - BioTalent & Electricity HRC: Monthly Claims & Reports
 - CiCan Career Launcher: 2 Reports
 - Eco Canada: 3 Reports
 - Clean Foundation: 2 Reports
 - UNAC: 2 Reports
- Funder midterm check-ins (both virtual and onsite)
- Eco-Internships' Midterm Feedback Survey & check-in
- Conduct a mid-term performance review with your intern
 - Adjust intern deliverables if needed
- Pay Training Invoice

✓ END OF INTERNSHIP (February-March)

- Complete the final wage subsidy funder report
- Complete Eco-Internships' program evaluation survey
- Provide a headshot and quote about your experience as a participant in the program
- Conduct an exit interview with your intern





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



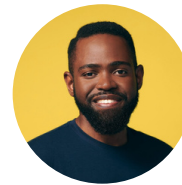
Kristina Inrig



Sam Laprade



Alex Keenan



Dwaine Taylor



Nasha Choudhury



Hannah Rockburn



Chantel Haigh





APPENDIX B – STATUTORY HOLIDAYS

These dates were taken from Statutory Holidays Canada.

Holiday	Date in 2024	Observance
Aboriginal Day	June 21	NWT
St. Jean Baptiste Day	June 24	QC
Canada Day	July 1	National
Civic Holiday	August 5	AB,BC,SK,ON,NB,NU
Labour Day	September 4	National
Thanksgiving	October 14	National except NB, NS, NL
Remembrance Day	November 11	National except MB,ON,QC,NS
Christmas Day	December 25	National
Boxing Day	December 26	ON
New Years Day	January 1	National
Islander Day, Louis Riel Day, Heritage Day, Family Day	February 19	National



APPENDIX C – KEY CONTACTS



HANNAH ROCKBURN | OPERATIONS MANAGER
info@ecointernships.ca



CHANTEL HAIGH | EXECUTIVE DIRECTOR
outreach@sustainablecapacity.ca





Photo Credit: Karli Zschogner



eco-internships

The Sustainable Capacity Solutions Office

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www.ecointernships.ca

