

Business Development Internship Community Futures Application Guide



Program Overview

The Business Development Internship program provides grant funding to Community Futures Development Corporations (CFDC) within Northern Development's service area to assist with the cost of hosting a business intern for a 12-month period. A total of three intern placements are available for the 2020 intake as a pilot year for the program.

The Business Development Internship program's purpose is to provide a high level of professional development and training that will prepare recent graduates for careers in community development, economic development and business development. This will be achieved while also providing additional capacity to CFDC offices amplifying their ability to provide support to the Northern BC region.

The internship program objectives are:

- To act as a pathway to accelerate operational learning and permanent placement into professional careers in community/economic development or business support services
- To provide results focused professional training with Northern Development and CFDCs
- To make community/economic/business development a career of choice by financially supporting internship opportunities for post-secondary graduates
- To promote career development, advancement opportunities, and quality of life in Northern BC
- To help interns develop competencies essential to community/economic/business development positions in the region
- To provide additional capacity to the CFDC offices across Northern BC

Internship opportunities are not intended for positions otherwise covered by collective agreements. In organizations that have collective agreements, the CFDC is responsible for undertaking consultation with their respective unions to clarify the objectives of this program.

Funding Terms

Community Futures Development Corporations within the Northern Development service area are eligible to receive up to \$55,000 from Northern Development to assist with the salary and cost of hosting a business intern for a 12-month period.

- \$45,000 will go toward the salary of the intern. This is a minimum base salary for the internship. The CFDC must pay statutory benefits that include CPP, EI premiums and 4% vacation pay (or provide vacation days) in addition to the salary and may choose to offer additional benefits (medical, dental, etc.) to the intern.
- Interns who are relocating to a new community may be provided a housing allowance up to \$10,000 dependent on local rental costs. Interns will be required to submit proof of eligibility for housing allowance (ex. rent receipt, housing agreement, or otherwise).
- The CFDC will contribute \$5,000 toward the intern's professional development and over the 12-month internship. Professional development costs can include conferences, course registration fees and travel. Training and professional development opportunities, identified by the CFDC, should align with the interns workplan and operational learning.
- The CFDC will be responsible for all administration, office costs and equipment for the intern.

Key Dates

November 2019	Northern Development begins intern recruiting process
January 1, 2020	Deadline for CFDC to submit their application package
January 15-31, 2020	Grant applications reviewed and CFDCs are confirmed
February 29, 2020	Deadline for interested internship candidates to submit their intern application package
Mid-March 2020	Northern Development and CFDCs will collaboratively conduct interviews
April 3, 2020	CFDC deadline to extend offers to successful applicants
May 1, 2020	Interns begins with orientation and training at Northern Development's office in Prince George, followed by the remainder of the 12-month placement with their Community Futures (CFDC)

Eligibility and Criteria

All Community Futures Development Corporations within the Northern Development service area are eligible to apply to host an intern. A total of three intern placements are available for the pilot 2020 year.

Northern Development staff will review all applications from local organizations for this program to ensure that all criteria are met. In order to ensure that interns gain the greatest benefit from their internship, CFDC is expected to meet the following criteria:

- A demonstrated willingness to provide training in and exposure to a range of local community development, economic development and business development duties/responsibilities
- A job description and 12-month work plan is included with the grant application
- A demonstrated organizational commitment to the vision and goals of the program
- A strong board and administration relationship in support of the internship
- The senior manager has agreed to serve as the mentor throughout the internship
- CFDC is committing a financial contribution toward the intern's administrative expenses and professional development costs
- Commitment to provide mentoring, training and professional development opportunities for the intern and a commitment to provide a positive work environment for the intern
- The CFDC agrees that any disciplinary issues will be managed in collaboration Northern Development

Job Description and Work Plan

CFDCs are required to provide Northern Development with an internship position description and work plan when submitting an application. The position description and work plan are intended to:

- Demonstrate the CFDC's commitment to the intern's mentoring, training and learning
- Indicate the extent to which the intern will be exposed to the key aspects of community/economic/business development administration and operations
- Clearly articulate the duties to be performed and qualifications required by the CFDC for the position
- Assist in the recruitment and selection of applicants that are well aligned with the roles, responsibilities and key duties outlined by the CFDC
- Form the basis of performance reviews and help determine professional development opportunities
- Help prospective interns understand the duties and responsibilities associated with the position

Reporting

CFDC may provide an interim report six months into the internship to receive a partial reimbursement.

A final report is required within 30 days of the end of the internship that will include an evaluation of the intern's competencies in the field of community/economic/business development, and a program evaluation of the internship program with recommendations for program enhancements.

The [Business Development Internship reporting form](#) will be available on Northern Development's website.

To Apply

Please review all program documents in detail as incomplete applications will not be considered.

Completed application forms with all supplementary materials should be provided electronically to Northern Development by email **by January 1st**.

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Questions?

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