

Business Development Internship Intern Application Guide



Business Development Internship Overview

The internship program provides a high level of professional development and training to prepare recent graduates for roles in business development. The program provides grant funding for Community Futures within Northern Development's service area to assist with the cost of hosting a Business Development intern for a 12-month period.

The internship program objectives are:

- Accelerate operational learning and permanent career placement in business development
- Provide results focused professional training with Northern Development Initiative Trust and host Community Futures
- Make business development a career of choice by financially supporting internship opportunities for post-secondary graduates
- Promote career development, advancement opportunities, and quality of life in Northern B.C.
- Help interns develop competencies essential to business development and community economic development

Program Eligibility and Requirements

To apply to the Business Development Internship program, applicants must meet the following requirements:

- Completed requirements to graduate, or have graduated within a 24-month period, prior to the start of the internship program from an *accredited* college or university with a degree, a diploma, or a post-graduate certificate which requires a previous degree or diploma. *Open studies, non-credit, upgrading, or continuing education students do not qualify*
- Willingness to relocate and available to complete the 12-month term
- Valid B.C. drivers licence
- Legally entitled to work in Canada. Foreign students must provide proof of a valid work permit and a passport with an expiry date beyond the internship term
- Satisfactory criminal record check (to be undertaken by Community Futures upon selection of intern)

Business Development interns will also be required to:

- Attend an in-person Northern Development orientation in Prince George
- Participate in bi-weekly intern conference calls
- Submit a final report and testimonial to Northern Development at the end of the placement

Application Requirements

Applications must be submitted **by February 29, 2020** and include:

- Resume
- Cover letter
- A scanned copy of driver's license (front and back)
- Two references (character, education, work or volunteer related)
- Most current transcripts from post-secondary institutions attended (unofficial copies are acceptable)

Selection

Applications are screened and shortlisted by the program director at Northern Development Initiative Trust. Shortlisted applicants will be invited to attend an in-person interview with Northern Development staff and representatives from the host Community Futures offices.

Selection will be based upon a range of considerations, the most significant being:

- Alignment with the skills and abilities needed to successfully complete the internship as identified by the host Community Futures
- Academic achievements
- Professionalism
- Maturity
- Excellent communication and interpersonal skills
- Demonstrated interest in business development, entrepreneurialism, and economic development
- Flexibility and reliability
- Ability to multitask in a fast-paced environment
- Strong analytical, problem solving, research and project management skills

Remuneration

Business development interns receive compensation funded jointly by Northern Development Initiative Trust and Community Futures.

The intern will receive a base salary of \$45,000 for the 12-month placement. In addition to base salary, the host Community Futures office is required to pay statutory benefits which includes CPP, EI premiums and 4 per cent vacation pay (or provide vacation days). The host Community Futures may choose to offer additional benefits (medical, dental, etc.) to the intern.

The host Community Futures will contribute \$5,000 to support professional development and over the 12-month internship. Professional development costs can include conferences, course registration fees and travel.

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).

Key Dates

November 2019	Northern Development begins intern recruiting process
February 29, 2020	Deadline for interested internship candidates to submit their intern application package
Mid-March 2020	Northern Development and host Community Futures will conduct interviews
April 3, 2020	Host Community Futures' 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 host Community Futures

To Apply

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

Candidates interested in applying for this internship opportunity must submit a completed application package to info@northerndevelopment.bc.ca by **February 29, 2020**.

Only candidates selected for an interview will be contacted. We thank everyone for their applications and interest in our Business Development Internship program.

Questions?

Northern Development Initiative Trust

301-1268 Fifth Avenue

Prince George, BC V2L 3L2

250-561-2525

info@northerndevelopment.bc.ca

www.northerndevelopment.bc.ca