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EYC Internship Program

Creating jobs for Canada's environmental workforce.

Funded through Environment Canada's Science Horizons Program, the Environmental Youth Corps (EYC) EYC Internship Program gives eligible employers who work in science, technology, engineering, or mathematics up to 50% of an intern's salary (up to \$15,000) for new full-time environmental jobs.

1 Host

We are now accepting applications for the 2016 EYC program.

The EYC Internship Program gives eligible employers who work in science, technology, engineering, or mathematics up to 50% of an intern's salary (up to \$15,000) for a full-time environmental job. The internships are intended to lead to permanent employment.

Please note: All internships have an end date of March 31, 2017. Any internships that begin after March 31, 2016 will be less than 12 months in length.

1.1 GETTING STARTED

1.1.1 Am I eligible to be a host?

To be eligible for the EYC internship program, hosts must meet all requirements.

1.1.2 What information do I need to provide in the application?

A detailed job description, training plan, recruitment plan, and salary costs are required. Salary costs include monthly corporate contributions (e.g. EI, CPP, vacation pay).

1.1.3 Am I able to save the application?

You are able to save the application and come back to it. To edit your application log into your account and click on the employers tab. If this is not your first time participating in the program you may need to click on the next page.

Please note: ECO Canada will not review the application until it is submitted.

1.1.4 Does the role meet the program requirements?

To be eligible for funding the role must be a full-time permanent position and have a positive environmental impact.

1.1.5 Examples of eligible roles related to:

Science:

- Research assistant to collect historical data, run models, and assess climate change impacts
- Environmental coordinator determining and implementing best management practices for sustainable farming
- Lab technician analysing water samples from sites to determine the contamination levels.

Technology:

- Software designer to create smart grid technologies
- GIS analyst focused on animal movements in Northern Canada

Engineering:

- Design engineer to develop environmental monitoring equipment for greenhouse gases.
- Energy Engineer to identify and quantify the opportunity for projects involving Demand Response, efficiency, renewable technologies, management and operating improvements to major energy using equipment.

Mathematics:

- Home Energy Modeller to calculate thermal performance of building with a goal of recommending and implementing energy efficient options.
- Biometrician that is part of a team that will be testing a new insecticide developed to control pest populations that are damaging some of Manitoba's evergreen forests. As a member of this evaluation team, the intern will be responsible for designing the part of the experiment that details the kind of data that will be collected, how it will be collected, and how this data will be analyzed.

Please ensure that your role description includes the environmental impact of the role. This is especially important in instances where the day-to-day responsibilities are not environment-related.

Still unsure if the role you have in mind qualifies? Please complete an application with a detailed job description and training plan and we'll review it.

1.1.6 What if my role is not Science, Technology, Engineering or Math (STEM) based?

If your role is not STEM-based please provide a detailed description on how the role will have positive environment impact, as well as, how the organization initiative/outcomes fall into STEM and how this role will support these initiatives/outcomes. Please note role must still be full-time and permanent.

Still unsure if the role you have in mind qualifies? Please complete an application with a detailed job description and training plan and we'll review it.

1.1.7 Are roles related to sustainability eligible?

To be eligible for funding the role must be a full-time permanent position and have a positive environmental impact.

Still unsure if the role you have in mind qualifies? Please complete an application with a detailed job description and training plan and we'll review it.

1.1.8 What do I need to include in the job duties description?

In addition to day-to-day responsibilities please ensure that your role description includes the environmental impact of the role. This is especially important in instances where the day-to-day responsibilities are not environment-related.

1.1.9 What do I need to include in my training plan description?

Please provide specific details including training topic, training format, whether the training is internal or external, and who will lead the training.

1.1.10 Are short term and contract roles eligible?

The EYC internships are intended to lead to permanent employment. Short-term and contract roles are not eligible for program funding.

1.1.11 What is a permanent role?

A permanent role means the intern is an employee at the organization — not on contract, not a short-term hire, summer student, co-op student or intern in the traditional sense. The intention is for you as the host organization to keep your intern on as a long-term employee when the program is completed.

1.1.12 What do you define as full-time?

On a weekly basis, a full-time employee is considered to be about 37.5-40 hours per week.

1.1.13 How much money will my organization receive?

Eligible employers will receive 50% of an intern's salary (up to \$15,000) for new full-time permanent environmental jobs.

Internships that start after April 1st, 2016 will be less than 12 months in length. Your wage subsidy will be calculated as follows:

Monthly salary * length of internship

50

1.1.14 How long will it take to process my application?

We'll review your application and email you within 10 business days if you are approved. If the application is incomplete or unclear we'll ask you to email more information.

1.1.15 Can I hire someone before my application is reviewed?

Funding is only set aside for approved roles. If you choose to hire someone before your organization is approved you are accepting the risk that funding may not be granted.

Please note: your new hire must also apply to the program and receive approval to become an EYC intern.

1.1.16 I recently hired someone, am I still eligible to receive funding?

If you recently hired a new employee you may still be eligible for funding. Check that you and your intern meet all the eligibility criteria. If do, both you and your employee can apply online.

1.1.17 How is the EYC different than Science Horizon?

The EYC program is funded by Science Horizon, however the EYC program is a different program and therefore has different criteria that needs to be met.

The EYC program review applications within 10 business days of receiving an application,

Interns start date is 30 days from the day the application is approved

The EYC program funds long-term internships which will lead to full-time and permanent roles

The EYC program does not allow for subsidy matching, the other portion of the intern's salary must come from the organization

1.1.18 Can I apply for more than one internship?

Currently, we are processing only one application per organization. Should more funding become available we will review this policy.

Please note: any additional applications will be put in pending.

1.1.19 What if I can't guarantee that the intern will be a permanent employee after the program?

The intention must be for the organization to hire on the intern as a permanent employee after the program ends.

1.1.20 Are there exceptions to the eligibility requirements?

The eligibility requirements are set by the government funding body and not by ECO Canada. No exceptions to the requirements will be made.

1.2 RECRUITING INTERN

1.2.1 What criteria do interns have to meet?

To be eligible for the EYC internship program, interns must meet all requirements.

1.2.2 Can I use this funding for an existing employee?

Eligible hosts must intend to hire a new employee (the intern cannot be an existing employee). If the intern recently started (within the last 30 days) please contact us at eyc@eco.ca.

1.2.3 How long do I have to recruit an intern?

You'll have 30 days from your date of approval to recruit an eligible intern and have them start.

1.2.4 What if I need an extension on my hiring timeline?

If you require an extension, email us at eyc@eco.ca in advance of your deadline, detailing the steps you have taken and any challenges you have encountered in the recruiting process. If your extension is approved you'll receive an email with a new deadline.

If you do not meet the deadline, your organization's funding will be revoked.

1.2.5 What do I do when I find an intern?

If your candidate is not already pre-approved, they'll need to apply online to become an intern. As the reviewing process takes up to 10 business days, we recommend employers let us know when the candidate has applied so we can expedite the process.

If you and your candidate are approved, email us at eyc@eco.ca with the candidate's full name and start date and we'll complete the match.

1.2.6 What happens after I have been matched with my intern?

Once you are matched with your intern, we'll send final contracts to start the internship and specify wage subsidy payments.

We'll issue your first wage subsidy payment 3 months after the internship start date, provided that we have received all required documentation.

Throughout the internship, you'll need to provide the following documentation by all indicated due dates:

- Host Reports
- Intern Reports (submitted by your intern)
- Salary documentation

1.2.7 What happens if I need to make a change on my contract?

If you need to make a change on the contract, for instance the start date or the salary information needs to be updated, please write directly on the contract. When you send them back to the EYC team, we'll make sure to update your files.

1.2.8 What do the dates in the host contract mean?

The dates in the host contract are when the Host Report, your Intern's Report, and salary verification documents are due. If all the documentation is accurate you'll receive subsequent wage subsidy installments within 15 business days from the due date.

1.2.9 Can I receive payments more frequently than every quarter?

No, all organizations are on a quarterly payment cycle.

1.3 RECEIVING WAGE SUBSIDY

1.3.1 What documentation do I need to provide?

You'll need to provide scheduled Host Reports and salary documentation by all due dates throughout the internship. We require this information before we can pay you the wage subsidy installments.

Note: If we do not receive this documentation from you within 2 weeks of the due dates, your internship will be revoked.

1.3.2 What do I need to report on? Should I be keeping notes during the quarter?

The quarterly reports are online questionnaires and intended to be a check-in from ECO Canada to make sure both the host and the intern are happy and receiving the proper training. You and your intern do not need to keep notes between quarters unless you wish to do so.

Note: If there are any concerns, questions or issues between reports, please contact us. We're always available to help make your EYC internship as successful as possible.

1.3.3 How will I know when my reports are due?

Reports are due at the end of each fiscal quarter. Reports will become accessible one month before the report is due. To submit your Host Report and salary documentation, [login to your ECO Canada account](#), go to the "Employer Services" tab, scroll down to "Internship subsidies," and click "Reporting."

1.3.4 When/where do I submit reports?

The link to each of your Host Reports will become accessible one month before the report is due. To submit your Host Report and salary documentation, [login to your ECO Canada account](#), go to the "Employer Services" tab, scroll down to "Internship subsidies," and click "Reporting."

1.3.5 What salary documentation is acceptable?

ECO Canada requires official proof of salary payment to your intern. Pay stubs are the most widely accepted form of documentation, as they show your intern's year-to-date totals. If your intern is paid by cheque, we require copies of all cheque stubs issued to your intern.

We will subsidize the intern's wage in addition to any mandatory employer-related costs (such as CPP and EI). Please be sure your documentation shows these breakdowns.

Note: Excel sheets are not an acceptable form of salary verification.

1.3.6 When are the wage subsidy payments issued?

We'll issue your first wage subsidy installment 3 months after the internship start date, provided we have received your Host Report, your Intern's Report, and salary verification documents for the period.

You'll find the due date for your Host Report, your Intern's Report, and your salary verification documents under the payment schedule listed under Item #6 in your Host Agreement.

If all the documentation is accurate, you'll receive subsequent wage subsidy installments within 15 business days from the due date.

1.4 END OF SUBSIDY

1.4.1 What documentation do I need to provide at the end of the EYC internship program?

At the end of the internship complete your Final Host Debriefing Report, your Intern's Debriefing Report, and salary verification documents are due. The report is accessible through your [ECO Canada account](#).

1.4.2 Can I apply for another internship to keep the employee longer?

At the start of the internship, your organization agreed to hire the intern as a permanent employee after the program ends. The permanent employee wages are not eligible for funding.

If funding is available, your organization may be eligible to hire a new intern.

2 INTERN

Find meaningful environmental jobs

Apply for pre-approval to become an intern in our Environmental Youth Corps (EYC) Internship Program. Once you've been pre-approved, you'll need to find an eligible employer to host your internship. This employer must also apply for and receive approval to participate in the program.

The internship starts once you and your host have received approval, been matched, and provided all final contracts and salary documentation.

2.1 PRE-APPROVED INTERNS

Want to know more about EYC Interns? Check out our Intern page or the question and answer section below.

Common Questions

2.1.1 Am I eligible to be an intern?

To be eligible for the EYC internship program, interns must meet all requirements.

2.1.2 How do I apply?

Complete the Intern Eligibility assessment. If you are eligible you will need to [log in to your ECO Canada account](#) and complete the 5-minute application.

You'll need to provide the following details:

- Basic background information
- Highest level of education
- Availability to work full-time in a permanent position
- Eligibility to work in Canada and citizenship status

2.1.3 Am I still eligible?

If you previously were pre-approved and did not find a host, you may still be eligible. Sign into your account and check that your intern application is up to date. If it is, and you haven't turned 31, you're still eligible.

If any information has changed, please email eyc@eco.ca with the changes. We will make the edits on your behalf and review your eligibility.

2.1.4 How long will it take to process my intern application?

We'll review your application and email you within 10 business days if you're pre-approved.

2.1.5 How does the program work?

- A. Complete application
- B. Get approved by EYC Team

- C. Find eligible host and have them apply
- D. Intern & Host Approved & Matched
- E. Start Internship
- F. Provide documentation by due dates & receive subsidy Installments

2.1.6 What resources are available if I don't meet the requirements?

We're committed to helping you build and advance your environmental career.

To help you stand out to environmental employers, consider Environmental Professional (EP) Certification – now held by over 3,000 environmental professionals across Canada. [See the benefits of EP >](#)

We also offer a unique online course with tips, strategies, and great resources to help you find environmental jobs. [See the Job Seeker Playbook course >](#)

2.1.7 Are there exceptions to the eligibility requirements?

The eligibility requirements are set by the government funding body and not by ECO Canada. No exceptions to the requirements will be made.

2.2 FINDING A HOST

Want to know more about how to find a host? Check out our [Tip Sheet](#) or the questions and answer section below.

Common Questions

2.2.1 What's the deadline to find a host?

While there's no deadline for interns to find a host, there is limited funding. The program ends once funding is allocated. If you did not find a host in that timeframe you'll remain a pre-approved intern until you find a position and no longer need the program, or until you turn 31.

2.2.2 Are short-term and contract roles eligible?

EYC Internships typically last 12 months and are intended to lead to permanent employment with the organization after the internship ends. Short term and contract roles are not eligible.

2.2.3 Can I have worked for the host before?

No, you must be a new employee to the host organization.

2.2.4 What is a permanent role?

A permanent role means the intern is an employee at the organization — not on contract, not a short-term hire, summer student, co-op student or intern in the traditional sense. The intention is for the host organization to keep you, the intern, on as a long-term employee when the program is completed.

2.2.5 What organizations are eligible?

To be eligible, organizations must meet all the criteria listed online, including being Canadian-owned or a Canadian subsidiary.

2.2.6 Are government departments eligible organizations?

Municipal and provincial departments are eligible. Federal departments are not eligible.

2.2.7 What types of roles are eligible?

Here are some examples:

Science:

- Research assistant to collect historical data, run models, and assess climate change impacts
- Environmental coordinator determining and implementing best management practices for sustainable farming
- Lab technician analysing water samples from sites to determine the contamination levels.

Technology:

- Software designer to create smart grid technologies
- GIS analyst focused on animal movements in Northern Canada

Engineering:

- Design engineer to develop environmental monitoring equipment for greenhouse gases.
- Energy Engineer to identify and quantify the opportunity for projects involving Demand Response, efficiency, renewable technologies, management and operating improvements to major energy using equipment.

Mathematics:

- Home Energy Modeller to calculate thermal performance of building with a goal of recommending and implementing energy efficient options.
- Biometrician that is part of a team that will be testing a new insecticide developed to control pest populations that are damaging some of Manitoba's evergreen forests. As a member of this evaluation team, the intern will be responsible for designing the part of the experiment that details the kind of data that will be collected, how it will be collected, and how this data will be analyzed

2.2.8 Do you have a list of eligible organizations?

We don't release the names of eligible or past organizations. Organizations may choose to post their position on the ECO Canada job board.

2.2.9 How much money will the host organization receive?

An organization will receive a subsidy for 50% of your salary (up to a maximum of \$15,000) from your start date to the end of the funding cycle.

2.2.10 What information should I share with potential employers?

Provide potential employers with this [information sheet](#) if an interview has gone particularly well, or an organization wanting to learn more about the EYC internship program.

2.3 EMPLOYED INTERNS

Want to know more about what's required throughout the internship? Check out the question and answer section below.

Common Questions

2.3.1 What documentation do I need to provide?

After you and your host are matched, we'll send a contract and Participation Information Form to start the internship and specify wage subsidy payments. You'll need to sign and send the intern agreement and Participant Information Form (PIF) back.

Throughout the internship, you'll need to provide Intern Reports by all scheduled due dates.

The EYC Internship Team may also conduct periodic monitoring calls and site visits.

2.3.2 What should I do if my Participant Information Form (PIF) is not correct?

Your application for pre-approval is used to auto-populate your PIF. If there is a mistake that impacts your eligibility, please email us at eyc@eco.ca.

If a field is blank, please print the form and complete it in pen before scanning and emailing it back to us at eyc@eco.ca.

2.3.3 When/where do I submit reports?

Reports are due at the end of each fiscal quarter.

The link to each of your Intern Reports will become accessible one month before the report is due. To submit your Intern Report, [login to your ECO Canada account](#), go to the "My Jobs" tab, then scroll down to "My Internship" and click "Reporting."

2.3.4 What do I need to report on? Should I be keeping notes during the quarter?

The quarterly reports are online questionnaires and intended to be a check-in from ECO Canada to make sure that both the host and the intern are happy and receiving the proper training. You and your host do not need to keep notes between quarters unless you wish to do so.

Note: If you have concerns, questions or issues between reports please contact us as we are always available to make your EYC internship as successful as possible.

2.3.5 What else is required?

In addition to providing the required documentation, you may be selected for a monitoring call and/or site visit during your internship.