

TITLE: ABORIGINAL YOUTH INTERN

CLASSIFICATION: GRID 13, ABORIGINAL YOUTH INTERN

CONTEXT

The Aboriginal Youth Internship Program works to develop the skills and leadership capacity of Aboriginal Youth in BC. Through job placements in Ministries and Aboriginal organizations, interns will have the opportunity to develop professional level skills and to improve relationships between the provincial government and Aboriginal Peoples. The interns work on projects that benefit Aboriginal youth and Aboriginal communities.

Upon completion of the internship program, Aboriginal youth interns will have increased knowledge of government and organization processes. They will also acquire new professional skills including; writing, research, presentation and engagement strategies, and a rewarding sense of achievement for completing the program. This will potentially provide further employment opportunities in the BC public service or in Aboriginal organizations. The internship will also work as a vehicle to provide clarity on the direction of future educational and professional endeavours.

The Aboriginal Youth Internship Program is linked directly to the New Relationship with Aboriginal People, and strives to achieve four main program goals:

- 1. Encourage Aboriginal youth to consider the B.C. Public Service or Aboriginal organizations as a place to pursue a rewarding career;*
- 2. Support Aboriginal youth to develop their leadership skills;*
- 3. Provide opportunities for Aboriginal youth to contribute and improve relationship building between Aboriginal communities/organizations and the provincial government; and,*
- 4. Contribute to closing the social and economic gaps that exist between Aboriginal people and other British Columbians.*

JOB OVERVIEW

Aboriginal youth work for nine months in a provincial government ministry followed by three months in an Aboriginal organization. The interns work on projects that benefit Aboriginal youth and Aboriginal communities.

Here are a few of the areas that interns can be engaged in depending on their ministry placement:

- Ministry specific job assignments and projects
- Communications and engagement
- Program development and delivery
- Policy development and analysis
- Project development and management
- Event coordinator
- Workshop facilitation
- Finance

[Type text]

ACCOUNTABILITIES

- Ability to communicate both orally and in writing;
- Ability to undertake research and analysis and develop recommendations;
- Ability to exercise judgment and sensitivity in complex and politically sensitive issues; and,
- Willingness to learn about the organization's processes and policies that are unfamiliar.

PROGRAM REQUIREMENTS

- Aboriginal (First Nations ,Metis or Inuit);
- 29 years of age or under as of September 6, 2016;
- Reside in BC;
- Grade 12 graduation as of March 2016 with some post-secondary education or equivalent work, life and education experience;
- Demonstrate leadership potential, either through work or volunteer experience; and,
- Have knowledge of Aboriginal governments/organizations such as First Nation Band Councils, BC Assembly of First Nations, First Nations Summit, Union of BC Indian Chiefs or other provincial and urban organizations such as the BC Association of Friendship Centres, Youth Councils and Associations, others.

COMPETENCIES

- Self Discovery and Awareness
- Sustained Learning and Development
- Leadership
- Commitment
- Cultural Agility
- Change Leadership

Please click [here](#) to find out how behavioural competencies relate to the interview process. Please click [here](#) to learn more about the Province's Aboriginal Behavioral competencies including complete definitions.

APPLICATION REQUIREMENTS

- Resume
- Cover letter
- Two letters of reference from a hereditary, elected or other leader of the Aboriginal community (i.e. Elder, teacher, coach, youth or Aboriginal organization).
- One letter of reference from a past employer or volunteer position.

Aboriginal Youth Internship Program Reference Form

- Please send completed reference forms to Amanda Horncastle, Program Administrator

By email AYIP.Administrator@gov.bc.ca

By fax 250-387-0749 *please mark as CONFIDENTIAL and include a cover sheet

By mail Malisa Fox
AYIP Program Administrator
4th Floor, 716 Courtney Street
Victoria BC V8W 1C2

TWO reference forms are required to be considered for the program.

1.) Applicant Information

| | |
|----------|-------------|
| Surname: | Given Name: |
|----------|-------------|

2.) Referee Information

| | |
|--|-------------------|
| Name: | Title: |
| First Nation/Aboriginal Organization or Affiliation: | Phone: |
| Email Address: | Fax: |
| Address: | City/Postal Code: |
| Signature: | Date: |

3.) Professional Evaluation of Applicant (please check one rating for each skill/ability)

| Skill/Ability | Outstanding | Above Average | Average | Below Average | Not observed |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Oral communication skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Written communication skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Organizational skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interpersonal skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Problem solving skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Leadership skills | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Knowledge of Aboriginal history/current issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to carry out responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Skill/Ability | Outstanding | Above Average | Average | Below Average | Not observed |
|----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Ability to take initiative | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Research Ability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Level of commitment to projects | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Enthusiasm/interest for learning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

4.) Comments on Applicant (please attach a separate page if necessary)

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| 1. Please describe your relationship with the applicant and how long you have known the applicant. (250 words max) |
| 2. Please provide an example of the work or initiative the applicant has undertaken that has been of benefit to your Aboriginal organization or community. (250 words max) |
| 3. What are the applicant's strengths that would make them a good candidate for this internship program? (250 words max) |
| 4. Has the candidate demonstrated leadership potential? Can you provide an example? (250 words max) |
| 5. Are there any areas of learning, improvement or development that you think a program such as this would strengthen or address for the applicant? (250 words max) |

6. Overall, why do you think this applicant is well-suited for the Aboriginal Youth Internship Program? (250 words max)

7. Are there any other comments you would like to share about the applicant regarding their work, education, background, activities, or leadership potential? (250 words max)

Thank you very much for submitting this initial reference for your youth; it is a key piece in the screening process. Please note - A formal reference call will be made should they make it through the screening and interview stage.