



Indigenous Youth Internship Program (IYIP) Ministry Proposal 2026

Submit completed applications to:
IndigenousYouthInternshipProgram@gov.bc.ca

THIS PAGE MUST BE COMPLETED IN FULL

You must show you have an approved budget that includes the following:

1. Approval to hire an intern
2. Salary for a year plus benefits and vacation as defined in the 20th BCGEU Main Agreement
3. Administrative fee
4. Travel budget

Date:			
Ministry:			
Branch/Division:			
Supervisor Signature:		Expense Approver Name:	
Intern position is bargaining Unit		Intern position is excluded position	
Paylist:		Client:	
Service Line:	STOB:	Project:	Responsibility Centre:

Ministries are responsible for intern salary costs for 12 months, plus a program administration fee of 22,000.00. These costs are distributed over two fiscal years. See the last two pages of this proposal for a list of what the administration program fee covers.

Ministries also pay for First Nations Leadership Gathering travel (FNLG) costs to Vancouver in November and any travel expenses related to placement in Ministry and their work i.e., meetings, conferences, community consultations.

Salary and Expenses:

Interns are part of the BCGEU and the most recent information can be found in the 20th BCGEU Main Agreement FAQs

The intern salary is grid 15, Step 1, \$34.28/hr (BCGEU estimate) plus benefits and vacation as defined in the 20th BCGEU Main Agreement.

ORGANIZATION/MINISTRY INFORMATION		
Organization/Ministry Name:		
Sector:		
Communications and Engagement Compliance and Enforcement Court and Judicial Services Education Services Finance Human Resources	Information Management/Technology Natural Resources Policy, Research, and Economics Scientific and Technical Social Services	
Division/Branch or Region:		
Is your organization/ministry submitting multiple proposals to host interns this year?		
Yes	No	Unknown
If yes, has there been coordination e.g., through Strategic Human Resources, Deputy Minister Office, or Assistant Deputy Minister Office?		
Strategic HR	Deputy Ministers Office	Assistant Deputy Ministers Office
Is hosting an intern currently included in your organization's workforce plan?		
Yes	No	Unknown
Describe your work unit's experience hosting Indigenous Youth Interns i.e., number of previous interns, success of placements, retention of former interns.		

Please indicate if your work unit has submitted proposals to host interns in previous years and, if so, which years.

2007	2011	2015	2019	2023
2008	2012	2016	2020	2024
2009	2013	2017	2021	2025
2010	2014	2018	2022	

CONTACT INFORMATION

Primary contact name for notification:	Primary contact email:
Author of proposal's email:	Author's phone:
*Administrator's email:	Administrator's phone:
**Finance email:	Finance phone:

*Administrator contacts are staff who will onboard intern, arrange travel etc.

**Finance contacts are staff who process journal vouchers for the branch.

***SUPERVISOR INFORMATION	
Supervisor Name:	Supervisor Title:
Supervisor Location:	
Describe the Supervisor's experience as a people leader (# of direct reports, years of experience as a supervisor).	
What experience does the Supervisor working directly with Indigenous peoples have?	
What experience does the Supervisor have supporting remote employees?	
Optional: Does the Supervisor self-identify as Indigenous?	

***The Supervisor and Mentor must be two separate individuals.

MENTOR INFORMATION	
Mentor Name:	Mentor Title:
Mentor Location:	
Describe the Mentor's experience as a people leader i.e., no. of direct reports, years of experience as a mentor.	
What experience does the mentor have working directly with Indigenous peoples?	
What experience does the mentor have supporting remote employees?	
Optional: Does the mentor self-identify as Indigenous?	

SUPERVISOR AND MENTOR INFORMATION

Do the Supervisor and Mentor work in the same branch/work unit?	
Yes	No
Is there a direct reporting relationship between the Supervisor and Mentor?	
Yes	No
Does your work unit have capacity to support the intern if the Supervisor or Mentor change positions?	
Yes	No

FLEXIBLE WORK

Effective April 1, 2023, all job postings must be open to locations where ministries have office space. It is possible that your intern may not be co-located with you.

Intern's preferred office location:

Supervisor's office location:	Mentor's office location:

How does your ministry support flexible work?

Has your ministry considered the potential for additional travel costs if your proposal is selected by an intern?

MINISTRY READINESS TO HOST AN INTERN

Please share your understanding of the [IYIP program goals](#). How will you support these goals?

Culturally safe work environments are ones where employees feel respected and safe – spiritually, socially, emotionally, and physically – from discrimination and denial of their identity and rights. Cultural safety is defined by employees in workplaces and are experienced in a continuum of cultural awareness, cultural sensitivity, cultural competency, and cultural humility.

What steps has your work unit taken to ensure this placement will be culturally safe for interns?

If challenges arise, how will you ensure they are approached in a culturally safe and appropriate way?

IYIP has annual programming for interns including three program events, bi-weekly meetings, as well as the First Nations Leadership Gathering and IYIP youth caucus. How will you support your intern to take part in these events?

PLACEMENT OPPORTUNITY

Each internship opportunity may focus on defined work assignments, special projects, job shadowing opportunities, or a combination of these experiences. Please keep in mind that this proposal should have enough scalability and flexibility to support the incoming intern, should your proposal be successful.

All internship positions must include at least one intern-led project, educational opportunities, and government process exposure.
 Administrative duties must be limited to 10%.

Please select the category this job placement falls within:

Communications and Engagement Compliance and Enforcement Court and Judicial Services Education Services Finance Human Resources	Information Management/Technology Natural Resources Policy, Research, and Economics Scientific and Technical Social Services
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Intern title, primary role & responsibilities:

Were these responsibilities previously assigned to another position within your ministry?

Yes	No	Unknown
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Work assignments i.e., types of daily duties, meeting attendance, etc.:

Capstone/Special project - each intern will have one intern-led project:

Exposure to government processes: Each intern will get exposure to budget process, BN submissions, etc.
Community Liaison/Engagement opportunities (optional but recommended):
Educational opportunities (all interns have access to Learning Centre courses):
Job shadowing opportunities (optional but important):
Other: please include any details that may be of interest if it is not captured above:

INTERN QUALIFICATIONS

Describe the scalability as you fill out intern qualifications. Interns hired can have grade 12 graduation or a range of post-secondary achievements. Scalability is an essential factor in the selection process. Data trends from the past five years indicates that intern applicants are younger than previous years.

Life experiences, aptitudes, interests:

Volunteer or Work Experience:

Education (minimum Grade 12 required for Program Entry). Please designate minimum level for success and include equivalencies:

Required Skills for eg. research skills, writing:

Competencies: Select required competencies only.

Indigenous Relations Behavioural Competencies:

THANK YOU AND CHECK LIST

Thank you for your application to join the Indigenous Youth Internship Program (IYIP) as a host for the 2026/27-year 20 cohort. Since its inception, the program has successfully supported more than 400 Indigenous professionals in exploring career options with the BC Public Service and Indigenous organizations.

The Declaration Act Action Plan commits the province to complete a comprehensive evaluation of IYIP. The evaluation is almost complete as of January 2026. Accordingly, we will recruit twenty five interns for the year 20 cohort.

CHECKLIST:

MINISTRY SIGN OFF
MINISTRY INFORMATION
***SUPERVISOR INFORMATION
MENTOR INFORMATION
SUPERVISOR AND MENTOR INFORMATION
FLEXIBLE WORK
MINISTRY READINESS TO HOST AN INTERN
PLACEMENT OPPORTUNITY
INTERN QUALIFICATIONS
MINISTRY SIGN OFF
THANK YOU AND CHECK LIST
IYIP INFORMATION

Essential program activities
Support Structure for Intern
Optional Recommended Supports
Program Commitments
What the Program Provides

A proposal is considered complete when all sections have been filled out. All proposals are reviewed by the IYIP Advisory Committee to ensure alignment with the program's goals and approved proposals are presented to interns to identify their preferred placement options. Incomplete proposals may result in rejected proposals.

IYIP INFORMATION

Essential program activities:

- One week orientation in Victoria, including traditional welcoming ceremony.
- Bi-weekly intern check-in conference calls of 90 minutes.
- Minimum three program events, our main event days featuring high level workshops and speakers.
- Up to three special event days if the program receives high level invitations (examples include the First Nations Leadership Gathering with Cabinet, meet and greet with the Deputy Minister to the Premiere).
- Professional development days (briefing notes, project management, lean, facilitation skills, etc.).
- Sessions to support intern placements and offer training on provincial and Indigenous political structure, reconciliation, leadership, etc.; and,
- Completion ceremony in October, which is held after completion.

Support Structure for Intern

To maximize the success of the internship, ministries need to provide the following support structure for the Indigenous Youth Intern:

- Designated supervisor, mentor, and administrative support contact within ministry.
- A designated office or cubicle
- Desktop or laptop computer with headset
- Designated phone line or cell phone
- Onboarding in a timely manner

Optional Recommended Supports

When working with youth, it is important to remember that many may not have had the opportunity to develop credit or have enough credit for travel. Depending on the amount of travel and type of projects and community liaison the Intern may experience, we recommend that Ministries provide:

- A taxi card,
- A travel card or cash advance to afford travel.

Program Commitments

Each Ministry or Agency of the provincial government that submits a proposal for an Indigenous Youth Intern supports the following program goals, program supports and Ministry commitments.

Four Major Program Goals:

- Indigenous youth consider the BC Public Service or Indigenous organizations as a place to pursue a rewarding career.
- Indigenous youth are given the opportunity to develop their leadership skills.
- Indigenous youth participation contributes to improved relationship building between

Indigenous communities/organizations and the provincial government.

- The program supports the closing of social and economic gaps that exist between Indigenous people and other British Columbians.

What the Program Provides:

- Recruitment, selection, and placement of qualified Indigenous Youth Interns.
- Central coordination of the program through program staff ensuring program quality and consistency across government and Indigenous organizations.
- Direct support to Interns, supervisors, and mentors regarding placement.
- In-person or virtual site visits to all government and Indigenous organization placements.
- Building of strong peer support network with the Indigenous Youth Cohort.
- Workshop costs and coordination of Orientation Week, including Traditional Welcoming Ceremony, and formal Completion Ceremony.
- Workshop costs and coordination of minimum three Program events.
- On-going Lunch and Learn workshops.
- Program orientation for supervisors and mentors and on-going monthly supervisor check-ins.
- Relocation costs if the Intern must move to take a Ministry or Indigenous organization placement.
- Assistance in identifying Intern learning needs and performance management.
- On-going professional skill development and overall mentorship.
- Assistance with access to Learning Services consultants and courses.
- On-going program support, structure, and development.

For information about the program, visit our [website](#). If you have questions about the application process, please reach out to program staff who can be contacted through: Indigenouslyouthinternshipprogram@gov.bc.ca.

Amanda Sylvester, Program Team Lead
Gwen Leahy, Program Coordinator
Amber Frost, Program Administrator