

EMPLOYER ?

Tap into a bilingual and dynamic labor pool!

The Educacentre College's **Youth Employment and Orientation Program** (*Jeunes au Travail*) provides participants with an opportunity to obtain on-the-job training and work experience. In partnership with Service Canada, the *Youth Employment and Orientation Program* helps the youth, who are between 15 and 30 years old, to acquire skills that enhance their access to the job market. By offering an internship, you'll be helping young people launch their careers, gain experience and make the transition to the workforce.

But what are the benefits to your organization should you decide to work with interns?

Organizations report the following benefits from working with interns:

- The opportunity to screen and work with potential entry-level employees prior to making a full-time commitment. Many employers choose to hire interns full-time after the work experience.
- Reduced turnover and training among entry level employees who were former interns. This is financially favorable for the hiring organization.
- The convenience and flexibility of hiring additional staff during peak seasons.
- Good “word-of-mouth” in the recruiting marketplace and an increased pool of qualified candidates to meet future recruiting needs.
- Energetic, enthusiastic staff members who are eager to learn and who bring a fresh perspective.

All in all, it is a win-win proposition!

Our participants' skills include:

**- Administration - Clerical Support - Customer Service - Finance -
General Labor - Health - Marketing ... and more!**

These placements are 80% subsidized by the Program (*Jeunes au Travail*). The employer commits to pay the participant 20% of the time (approx. \$40 per week).

If you are interested in partnering with us or require any further information, please contact:

Marie-Pierre Courcy, Program Coordinator
Youth Employment and Orientation Program (*Jeunes au Travail*)
Collège Éducacentre College
604-708-5100 ext 1201
mpcourcy@educacentre.com



Employer Internship Info

Welcome... We appreciate your interest in our students. The goal of our Internship Program is to develop mutually beneficial partnership with you. This will allow our students to gain work experience while assisting you to achieve your goals.

What is an internship?

An internship is a supervised work experience that allows students to apply knowledge and skills in a professional work environment. Internships are meant to enhance the student's professional background by providing opportunities for career exploration and development of specific skills while encouraging personal development.

Internship Benefits for the Employers

- Access to motivated workers with fresh ideas and prospects
- Assistance with daily workload and support for special projects
- Cost effective recruitment
- Participation in the educational process and personal satisfaction in helping educate tomorrow's workforce.

How Can an Employer Become Involved in our Internship Program?

Hosting an intern does require some thought and preplanning. Before you proceed, please consider the following:

- Where and how would like to utilize the intern in your organization?
- What type of skills would you like the intern to have?
- Who will supervise the intern, assist them in accomplishing their learning objectives and complete any necessary paperwork?
- What would be the duties and responsibilities of the intern?

Internship Timeframes and Hours

- With a maximum of 24 hours a week, 4 days a week, days, hours and length of work are flexible:

Employer pays for 5 hours per week on a total of 24 hours completed by the participant. However, hours exceeding this contract duration will be the sole responsibility of the employer and therefore, be fully paid by the employer.

Procedures for posting an Internship

- Contact the Program Coordinator
- Develop a job description that describes your expectations, the duties and responsibilities of the internship.
- The Internship Coordinator will send you the student's resume based on your needs.
- The selection process and final decision to hire will be at your discretion.

Employer Responsibilities

- Provide a safe and appropriate work environment.
- Plan for effective supervision by designating an individual to act as the intern's Supervisor / mentor- someone who will provide them with guidance and instruction and assist them in achieving their learning objectives
- Assist in evaluating the student's work performance
- Communicate any problems or concerns to the Program Coordinator.

We are confident that our participants, as members of your team, will provide valuable services to you and to your clients.

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