



Fall 2017

Dear Business Council of British Columbia Member,

RE: Indigenous Intern Leadership Program

It is with great enthusiasm that we write to you regarding the Indigenous Intern Leadership Program, made possible by the BC Assembly of First Nations and the Business Council of British Columbia through their joint [Champions Table](#). This program brings together qualifying recent Indigenous Graduates with BC employers for two-year work opportunities. We encourage you, as a leading employer in British Columbia to participate in this initiative.

With your participation, you are providing an opportunity for an Indigenous graduate to hold meaningful employment within your organization for the next two years. By giving them workplace skills and training beyond their program learning, you are a key factor in building their foundation towards a lasting career and creating an opportunity to support them as future leaders in business and BC's economy. With your participation, we hope to strengthen and increase the capacity within Indigenous communities. Long term, this will assist in advancing economic reconciliation, community development, cultural preservation, and respect.

To get you started in the Indigenous Intern Leadership Program, we have partnered with Vancouver Island University who has put together this information package to guide you throughout the next two years. It is our aim that this program supports a future leader in BC and develops their knowledge and skills, while providing you with a valuable employee. Together, we look forward to the results this will bring.

We appreciate your commitment to building capacity in Indigenous communities, employment diversity, and providing essential workplace mentorship and training.

If you have any questions, please feel free to get in touch by emailing Micki McCartney IIPL@viu.ca or visit www.viu.ca/internprogram.

Sincerely,

Chief Maureen Chapman
Acting Regional Chief
BC Assembly of First Nations
RegionalChief@BCAFN.ca

Greg D'Avignon
President and CEO
Business Council of British Columbia
greg.davignon@bcbc.com

CHECKLIST OF ACTIVITIES – EMPLOYER



To participate as an employer in the Indigenous Intern Leadership Program, please complete the following steps. Please contact Micki McCartney at IILP@viu.ca with any questions.

- CREATE PROFILE:** Create account on CareerVIU www.viu.ca/internprogram (Select the “Employer Registration” link). You will receive a notice from Vancouver Island University once your account has been activated, at which point you may proceed onto the following steps.

- POST INTERNSHIP OPPORTUNITY:** Submit job posting on CareerVIU www.viu.ca/internprogram (Select Employer Login)
This will include:
 - Organization contact information (name, title, email, phone)
 - Job Title
 - Job Description
 - Qualifications, Skills and Requirements
 - Wage / Salary
 - Diploma/Degree/Area of Study
 - Start and End Dates
 - Employer Profile / Additional Information
 - Job Location(s)
 - Additional Supports Provided

Note: An Experiential Learning Assistant is available to help with posting your opportunity should you need support career@viu.ca or 250-740-6420

Note: Interns applying to positions will submit their application documents through CareerVIU, after which their documents will be reviewed by University personnel, ensuring their application is complete and suitable, and then will be released to the Employer for candidate selection.

- HIRING PROCESS:** Vancouver Island University will forward screened and relevant Intern application(s) to you at which point you may begin your selection and hiring process. Employers are responsible for conducting interviews, hiring the intern and onboarding the successful applicant into the organization. Vancouver Island University is available to offer advice and support through this process.

- SURVEYS & CHECK-INS:** During the course of the internship placement, VIU will conduct online surveys and check-ins – to be completed after:
 - Six months
 - 1 year
 - 1.5 years
 - 2 years

- **Online Surveys** will be sent using Checkbox survey software (survey tool used by VIU)
 - **Check-Ins** will be conducted via Skype, phone calls and/or site visits (with Career Development Specialist and/or project manager). Questions to guide conversations will be open-ended in nature and are in development.
- **ANNUAL GATHERING:** Once per year participating Employers and Interns will assemble for a day to connect and learn more from First Nation Leaders and CEOs about business, governance, leadership and reconciliation. This will help to determine how Interns are doing in their employment. It will also be a valuable tool for everyone to provide feedback to the program and reflect on learning. The information gathered from this will contribute to the final report

If you have any questions about the program and process, please feel free to get in touch by emailing Micki McCartney at IILP@viu.ca or visit www.viu.ca/internprogram. You may also contact Cheryl Maitland Muir at the Business Council of British Columbia at Cheryl.Muir@bccbc.com