**First Nations and Inuit Youth Employment Strategy**

**2023-2024 Summer Work Experience Program Resources**

**Program Timeline & Process**

**Summer.Work Activity/Result Examples**

With assistance from the FNESC Coordinator, Funding Programs Support, we have compiled a range of various work placement examples for your use.

These are merely suggestions that you may use and build on, but are in no way obligated to use.

1. Social Media Marketing Intern:

**Planned activities**

* Create and schedule social media content, monitor social media metrics, research and analyze social media trends, assist in developing social media marketing strategies

**Anticipated results**

* Increased social media engagement, growth in social media followers, improved brand awareness, enhanced understanding of social media marketing strategies
1. Event Planning Assistant:

**Planned activities**

* Assist in organizing and executing events, create event timelines and budgets, communicate with vendors and attendees, coordinate logistics, provide on-site support during events

**Anticipated results**

* Successful event execution, improved event planning skills, enhanced communication and coordination skills, increased customer satisfaction
1. Graphic Design Intern:

**Planned activities**

* Design visual content for various marketing materials, assist in creating brand identity and style guides, collaborate with marketing team to develop design concepts, create and edit graphics for social media and website

**Anticipated results**

* Improved design skills, enhanced creativity, increased proficiency with design software, improved understanding of branding and marketing principles
1. Research Assistant:

**Planned activities**

* Conduct research and analysis on various topics, organize and summarize research findings, assist in preparing reports and presentations, communicate with internal and external stakeholders

**Anticipated results**

* Improved research skills, enhanced analytical skills, increased proficiency with research tools and software, improved communication and presentation skills
1. Outdoor Adventure Guide

**Planned Activities**

* Lead and facilitate outdoor activities such as hiking, camping, kayaking, and rock climbing
* Ensure the safety and wellbeing of participants at all times
* Provide education on local ecology, wildlife, and history
* Assist with equipment management and maintenance
* Collaborate with other guides to create engaging and safe programming

**Anticipated Results**

* Improved leadership and communication skills
* Experience working with diverse groups of people
* Understanding of outdoor recreation and environmental stewardship
* Familiarity with outdoor adventure equipment and safety protocols
1. Cultural Heritage Intern

**Planned Activities**

* Assist with preserving and promoting cultural heritage through activities such as language revitalization, cultural education, and historical documentation
* Conduct research on cultural heritage sites and practices
* Attend meetings with elders and community leaders to learn about traditional practices and history
* Collaborate with community members to plan and execute cultural events
* Assist with administrative tasks such as record keeping and grant applications

**Anticipated Results**

* Improved cultural awareness and appreciation
* Understanding of cultural heritage preservation and promotion
* Experience working with community members and elders
* Familiarity with grant applications and record keeping
1. Environmental Stewardship Intern

**Planned Activities**

* Assist with environmental monitoring and assessment activities such as water quality testing and ecosystem surveys
* Support community-led environmental conservation projects such as waste management and energy efficiency initiatives
* Attend meetings with community leaders and environmental organizations to learn about best practices in environmental stewardship
* Assist with the development of environmental policies and procedures for the community
* Collaborate with other interns and community members to plan and execute environmental events and education sessions

**Anticipated Results**

* Improved knowledge and understanding of environmental stewardship and conservation practices
* Experience working with community members and environmental organizations
* Understanding of policy development and community engagement
* Familiarity with environmental monitoring and assessment techniques
1. Community Health Promoter

**Planned Activities**

* Assist with health promotion and education initiatives in the community, such as workshops and campaigns on healthy lifestyles and disease prevention
* Conduct outreach to community members to provide information and resources on health topics
* Collaborate with health professionals and community organizations to plan and execute health events and initiatives
* Assist with data collection and analysis to evaluate the effectiveness of health programs in the community
* Attend meetings with community leaders and health organizations to learn about best practices in community health promotion

**Anticipated Results**

* Improved knowledge and understanding of health promotion and disease prevention
* Experience working with community members and health professionals
* Understanding of program evaluation and data analysis
* Familiarity with community-based health initiatives and outreach techniques
1. Traditional Knowledge Keeper

**Planned Activities**

* Work with elders and community leaders to learn about traditional practices and knowledge
* Assist with preserving and promoting traditional practices and knowledge through activities such as language revitalization, cultural education, and historical documentation
* Collaborate with community members to plan and execute cultural events and activities
* Provide guidance and mentorship to youth in the community on traditional practices and knowledge
* Attend meetings with community leaders and cultural organizations to learn about best practices in preserving and promoting traditional knowledge

**Anticipated Results**

* Improved cultural awareness and appreciation
* Understanding of traditional practices and knowledge
* Experience working with elders and community members
* Familiarity with cultural preservation and promotion techniques
1. Technology Support Assistant

**Planned Activities**

* Assist with providing technology support and troubleshooting to community members
* Collaborate with community organizations and leaders to assess technology needs and develop technology plans for the community
* Assist with setting up and maintaining technology equipment and infrastructure in the community
* Provide technology training and education to community members
* Attend meetings with technology organizations and community leaders to learn about best practices in community technology support and development

**Anticipated Results**

* Improved technical skills and knowledge
* Experience working with community members and organizations
* Understanding of technology infrastructure and planning
* Familiarity with technology support and training techniques
1. Economic Development Intern

**Planned Activities**

* Assist with developing and implementing economic development initiatives in the community, such as entrepreneurship programs and tourism promotion
* Conduct research on economic development opportunities and trends in the region
* Attend meetings with community leaders, business owners, and economic development organizations to learn about best practices in economic development
* Collaborate with community members to plan and execute economic development events and initiatives
* Assist with administrative tasks such as grant applications and project management

**Anticipated Results**

* Improved understanding of economic development opportunities and challenges
* Experience working with community members and business owners
* Understanding of grant applications and project management
* Familiarity with economic development planning and implementation techniques

**Time Capsule: Proposals Samples from 2022 SUMMER.WORK**

1. (Curriculum Technician Trainee):

 **Planned Activities**

* The Curriculum Technician Trainee will learn desktop publishing software such as: Microsoft Word, Adobe Illustrator, Adobe Photoshop, Acrobat, etc.
* They will be doing digital artwork illustrations and photo editing and file management tasks.
* The trainee will assist with data entry, book production and file management.
* A key component is copy editing and keyboarding language resources

**Anticipated Results**

* The Curriculum Technician Trainee will know how to use desktop publishing software.
* They will learn job requirements such as: being punctual, staying on task and working independently.
* They will learn various skills regarding book production, publication and editing.
* The Trainee will learn how to work within a team setting**.**
1. (Office Assistant):

**Planned Activities**

* Assist Finance Manager with Duties and Travel Centre Inventory, Coordinate Community Covid-19 Support, Coordinate Community Covid-19 Activities, Data Entry, Scanning and Filing, Help Organize Virtual and Social Distancing Community Events and Activities, Organize and Clean Office Spaces and Storage.

**Anticipated Results**

* Scanning and Filing Information for Finance Manager.
* Imputing Information for Finance Manager When Needed.
* Assisting in Assembling and Distributing Community Food Hampers and Virtual Activities.
* Helping to Coordinate Social Distanced Community Activities (scavenger hunts, etc.).
* Helping to Coordinate Virtual Indigenous Day Celebration and Cultural Food and Activity.
1. (Labourer):

**Planned Activities**

* Parks and fisheries habitat study, grizzly bear study, plant study.

**Anticipated Results**

* What is growing in the Park for native plant study
* Pictures of plants and their use
* How many grizzly bears or other bears are in the area.
1. (Lands Finance & General Band Intern):

**Planned Activities**

* The Treaty intern will work alongside the Treaty Administrator to administer the important planning and policy functions of the BC Treaty Process for First Nations.
* The intern will work to schedule meetings, liaise with BC and Canada counterparts on treaty communications and observe treaty negotiations. The activities will include data management of sensitive materials (both contemporary and historic) and working alongside the communications consultants for information distribution efforts to membership.
* The activities will offer a range of exposure to different aspect of self governance pursuits including land code, consultative referrals, and co-decision-making advancements.

**Anticipated Results**

* The intent of this placement is to demonstrate different paths to uphold and protect aboriginal rights and title.
1. (Student Summer Camp Counsellor):

**Planned Activities**

* Assist with daily activities, crafts, cultural lessons, field trips etc.

**Anticipated Results**

* Positive role model for younger community members.
* Form bonds and encourage cultural pride, enthusiasm for learning and fun safe hobbies and interests.
1. (Assistant Youth Worker):

**Planned Activities**

* The student will work after school and during evenings at the Community Health Youth Center helping run program for the youth.
* Help supervise youth during activities such as homework/computer nights, arts & crafts, workshops, board games nights, girls/boys group, canoe training on local lakes, assist elders group meeting once a month, basic cooking classes, Traditional arts & crafts such as beading, rattles, ribbon/shirt design
* Helping with delivery of wellness kits in community.

**Anticipated Results**

* The student will gain supervisory skills and leadership, work ethics and time management.
* Learn how to run small group activities, to build self confidence and public speaking.
* Our goal is to give the youth some job experience and gain basic work-related skills.
1. (Summer Student Recreation Worker):

**Planned Activities**

* The summer Student Recreation Worker will be responsible for creating and implementing the Band’s Summer kids Day camps.
* The student will plan. organize, and supervise the participants of the kids summer camp.
* The program will include day camps, hiking, harvesting traditional foods, swimming, fishing for elders, arts & crafts, day sports camps etc.
* We will also be mindful and practice social distancing while in small groups.
* The summer student worker will also assist at our Youth Center doing some evening program such as move nights, small workshops, traditional crafts with elders’ group.

**Anticipated Results**

* The worker will gain supervisory experience, leadership, problem solving, adaptability, demonstrate positive attitudes, report writing, time management, computer skills, create permission/waiver forms, schedule of events and activities, team work, punctuality, increase work ethics
1. (Employment training and Education):

**Planned Activities**

* Employment Training and Education summer student position the job typically consists of tasks like filing, typing, keeping records, processing mail, and answering phones.
* Office Assistants' job duties vary, but the job typically consists of tasks like filing, typing, keeping records, processing mail, and answering phones.
* Skills listed on Office Assistants' sample resumes include updating the company's social media network, and meeting and greeting clients at the front desk.
* The biggest part of the position is working with members and assessing there needs, helping with tasks that need to be completed with them and just being there for them if they need help.

**Anticipated Results**

* At the end of the term the Office Assistants' job they will be able to successfully and competently compete various duties described above which will make them perfect candidates for future positions in the office administration field.
* My hope is that I will find a candidate that loves this position and eventually would like to take the Career Practitioner Diploma and help with my position!
1. (Elder Care Assistant):

**Planned Activities**

* A Care Assistant, or Professional Carer, is responsible for up keeping their clients' hygiene, ensuring their safety and facilitating social-emotional support.
* Their duties include a cleaning a client's living area and managing activity or care schedules.

**Anticipated Results**

* We hope the individual would want to take the health care assistant after they graduate from High School and further work for the community.
1. (Community Youth Leader):

**Planned Activities**

* The Youth Leader will assist with supporting our students throughout our Summer School and Recreation programming.
* They will also help our team support our students with their re-integration back into school in the fall, and help get the after school "Homework Club" up and running.

**Anticipated Results**

* Our Youth Leader will experience valuable on the job training provided by our diverse team of professionals.
* They will develop essential leadership, organizational, and administrative skills which will assist in securing meaningful employment in the future.
1. (Junior Fleet/Shop Maintenance Worker):

**Planned Activities**

* Maintain all fleet vehicles within the nation, fluids, tire checks, cleaning
* Log maintenance for each vehicle, maintain clean shop area, inventory supplies used for the fleet, general labour.

**Anticipated Results**

* Student will learn how to maintain vehicle and the importance of organization and data entry.
1. (Public Works Assistant):

 **Planned Activities**

* Working with the Band Public Works staff, the high school summer student will support the activities of the Public Works Department, including facility maintenance, small engine and equipment repair, roads maintenance and other duties as assigned.
* Student will rotate through mentorship placements within the Public Works department to gain a better understanding of a diverse range of roles.

**Anticipated Results**

* Student will gain new employability skills related to Public Works, as required for a maintenance position.
* Student will gain an increased understanding of the importance of higher education and the benefits of training and skills development.
* Students may use existing and newly acquired skills in future employment and include it on their resume.
1. (Jr Fisheries Technician):

**Planned Activities**

* Working with the Haisla Fisheries department, the high school summer student will support the activities of the fisheries department such as fish monitoring, creek walks and water assessments.
* The student will get an understanding of the life cycles of fish and how to monitor their habitats and record.

**Anticipated Results**

* Student will gain new employability skills related to Fisheries/Marine Biology, as required for a technician/biology position.
* Student will gain an increased understanding of the importance of higher education and the benefits of training and skills development.
* Students may use existing and newly acquired skills in future employment and include it on their resume.
1. (Reading Program Assistant):

**Planned Activities**

* The student will assist community school summer reading instructors in the implementation of summer reading programs and events held at Community School.
* They will assist school-aged children with the learning activities and support the instructors in the classroom.

**Anticipated Results**

* Students will gain new employability skills related to education and child care, as required for a student position.
* Student will gain an increased understanding of the importance of higher education and the benefits of post-secondary education as well as the variety of careers available within education and early childhood education.
* Students may use existing or newly acquired skills in future employment and include on their resume.
1. (Kayak Guide):

**Planned Activities**

* Embarking on reopening their tourism related business
* Customer service, Marketing, Data Entry, Paddling, First Aid, etc.
* It remains a critical component of all of our programs to promote employment and training initiatives that are derived from consultation with our membership and lead to possible long-term employment.

**Anticipated Results**

* The results of this project will see the provision of new skillsets to our community and the possibility of either employment or further training/education.
1. (Recreation Hiking/Camping):

**Planned Activities**

* Plan youth hiking/camping Trips, Hiking and camping trips for 12-18-year-old
* Assist with the Recreation Department activities.

**Anticipated Results**

* First aide and leaderships workshops, Gain work experience for future work, Leadership skills.
1. (Recreation Assistant):

**Planned Activities**

* Create youth programs Day camp for 8-13-year-old
* Assist with Recreation Department activities
* Fist aide and leaderships workshops.

**Anticipated Results**

* Gain work experience for future work,
* Leadership skills,
* ISPARC NCCP Training.
1. (Culture Center Assistant):

**Planned Activities**

* Assist culture center staff, Putting together culture craft kits, Culture events.

**Anticipated Results**

* Teamwork
* Gain work experience
* Gain knowledge of culture
* Life skills workshops post secondary and basic workforce education.
1. (Education Administrative Assistant):

**Planned Activities**

* The student will learn filing procedures and general office practices including: emailing, managing incoming and outgoing calls, incoming and outgoing mail, photocopying, scanning, and faxing.
* The student will assist staff with providing direct services to band member clients, which includes: researching post-secondary, trades, and employment training programs.
* The student will assist with data entry into the main database, and have an opportunity to create Excel spreadsheets.
* The student will have an opportunity to be involved with the First Nation Post-Secondary Funding Application approval process, as well as the Application for Additional Post-Secondary Funding process.
* This position will work closely with the Education Administrative Support and be directly involved with communicating and planning with other departments regarding upcoming events such as the Annual General Assembly and the Annual Open House.

**Anticipated Results**

* The participant will gain understanding of the day to day operations of the Education department and the First Nation organization.
* The student will learn about the education or training programs required for different positions within the organization.
1. (Health Administration support):

**Planned Activities**

* Reception duties, answering phones, scheduling appointments, administration support for office staff including Chief and Council. Faxing, scanning, photocopying, inventory, cleaning and house keeping.

**Anticipated Results**

* Learn new skills in office administration environment.
1. (Assistant Youth Mentor & Youth Worker):

**Planned Activities**

* The Assistant Youth Mentor & Youth Worker will help with planning, facilitating, and evaluating the summer youth program for children aged 5 – 12.
* This includes ensuring there is balance of recreation, sport, educational activities, creative activities, and cultural activities.
* The Assistant Youth Mentor & Youth Worker will help plan daily activities on the land as well as field trips once a week.
* Duties include taking attendance and reporting to program stakeholders; creating posters for youth activities
* Answering program inquiries; preparing lunch; booking facilities and buses.
* The incumbent will also learn how to clock in and out, fill out a timesheet, and conduct meetings with team members.

**Anticipated Results**

* The Assistant Youth Mentor & Youth Worker will learn the educational background of the other employees working for Indian Band to better understand career trajectory and career options.
* The incumbent will learn skills that are directly tied to employability and success in post secondary education such as time management, office administration, professionalism, working independently and teamwork.
* The Assistant Youth Mentor & Youth Worker will be able to run quality programming for children in the community and will understand the components that make for a successful program.
* They will learn about employment and career opportunities within Indian Band’s various departments and in the neighbouring communities.
* The Assistant Youth Mentor & Youth Worker will learn about SIB’s Business Continuity Plan and Operational Procedures during COVID-19 pandemic.
1. (Landscaping & Elders Support):

**Planned Activities**

* Work with Landscaping crew & assist Elder/Language program.
* Work on all the grounds of SFN/Elders home.
* Collect and record language program... Learn Safety guidelines with elders and how the COVID protocols work now.

**Anticipated Results**

* Learn how resources work with Elders and Maintenance program.
* Learn how landscapers keep plants watered and green.
* Learn Clear cut trees/problem trees near buildings/homes.
* Assist elders and events when necessary.
* Provide COVID set up when necessary.
* Support elders and disability members when needed.
1. (Language Support):

**Planned Activities**

* Work with current language worker using technology, learning the language, recording the language in preparation for First Voices.
* Support Summer program in learning the language.

**Anticipated Results**

* The student will learn the language, s/he will aspire to become a linguist / knowledge keeper
* It is an opportunity to decide if this is an area of interest.
* To learn what a career looks like for a linguist.
1. (Fisheries Assistant):

**Planned Activities**

* Pleasure craft operators’ certificate, with the fishery’s manager and technician, go on patrols to monitor fishing, beaver management, sturgeon awareness and catch release kit training, youth leadership and wellness forum.

**Anticipated Results**

* Increased awareness of the sturgeon recovery program
* Increase awareness of the positive and negative impacts that beavers have on the environment
* Increase skills in fishing and mapping of resident fish, certified pleasure craft operator
* Increased sense of self and community