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The United Nations Association in Canada (UNA-Canada) is proud to partner with a diverse group of organizations across Canada who wish to improve youth employment and foster future entrepreneurs. Building Young Entrepreneurs understands the importance of these partnerships and appreciates the dedication a variety of organizations have demonstrated by supporting the next generation of innovative and skilled workers. Through this collaboration, UNA-Canada, Building Young Entrepreneurs and our many partners are making notable and significant differences in the lives of thousands of young, passionate professionals. Here is a glimpse into a handful of our valued past partners:
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The United Nations Association in Canada

UNA-Canada is a historic national civil society organization and registered charity established in 1946. Our mandate is to educate and engage Canadians on the work of the United Nations and international issues which affect us all.

The work of UNA-Canada is framed by the 2030 Agenda for Sustainable Development established by the United Nations as all our programmes work towards the achievement of the 17 Sustainable Development Goals by creating beneficial impacts across the country. Ultimately, UNA-Canada grows global citizens through being the leading policy voice on multilateralism in Canada, and the Association is a prevalent driving force which advocates for diversity, empathy-based learning and solution-seeking for shared challenges.

The Association works nationally by using a country-wide network of volunteer-based Branches and innovative signature programming in order to reach millions of Canadians each year. UNA-Canada's approach facilitates constructive Canadian participation in United Nations operations by bringing together the private and public sectors, academia, community leaders, NGO’s and multilateral organizations. By harnessing this collaborative power, UNA-Canada establishes meaningful change and represents a space for talented youth to put forth inventive solutions towards challenges confronting Canada and the global community at large. The work done by UNA-Canada is critical in building a stronger, more outward looking Canada and ensuring future generations are able to live together in peace and prosperity.
WELCOME TO BUILDING YOUNG ENTREPRENEURS!

The UNA-Canada team is excited to work with your organization as a valued partner over the next coming months within the Building Young Entrepreneurs (BYE) programme. We believe your organization will provide a deeply meaningful work-integrated learning experience for our programme participants and contribute to building an innovative future by providing bright and well-equipped youth with opportunities to succeed.

This guidebook overviews important information regarding Building Young Entrepreneurs including an explanation of how programme participants will become committed and engaged additions to your organization as interns. The brief guide will also outline what we at UNA-Canada require from you throughout the placement and what you can expect from us.
CANADIAN YOUTH

hold the power to shape and transform the world in integral and inspiring ways, however, they are facing hurdles while attempting to find meaningful employment, resulting in an unfortunate excess of un and underemployed individuals. In order to do our part to combat the constraints of today's job market and build a better tomorrow, Building Young Entrepreneurs at UNA-Canada supports a wide range of youth in their journey towards building successful careers. Through digital training as well as mentorship and internship opportunities, Building Young Entrepreneurs assists multibarriered youth ranging from ages 18-29 in gaining valuable skills, work experience and professional networks. This dynamic programme aims to improve employability by equipping youth with the expertise and abilities necessary to succeed in the workforce.

BUILDING YOUNG ENTREPRENEURS

understands the disparate barriers faced by many young individuals in relation to their professional careers, hence strengthening our commitment to uplifting these groups by teaching them about the tools necessary to excel in the job market. Additionally, Building Young Entrepreneurs hones in on teaching the fundamentals and basics of entrepreneurship to prepare youth who aspire to establish their own innovative social ventures and businesses aimed at giving back to the community and creating lasting change.
UNA-Canada centers its work around the United Nations Sustainable Development Goals and serves as the national leading voice forwarding this agenda. The 2030 Agenda for Sustainable Development has been adopted by all United Nations Members with the goal of making the world a better and safer place and ensuring that no one gets left behind or remains unsupported. The Building Young Entrepreneurs programme works towards the achievement of goals 4; Quality Education, 8; Decent Work and Economic Growth, 10; Reduced Inequalities and 17; Partnership for the goals. This is an amazing opportunity for you to contribute meaningfully by mentoring and supporting a motivated and resilient generation of entrepreneurs and owners through providing invaluable work experience in the form of 6 month internships. Join us in building a better tomorrow which values peace and prosperity for people and the planet and do your part in answering the urgent call to action by supporting youth facing barriers.

Click on each goal for more information
Given the realities of COVID-19, Building Young Entrepreneurs has successfully updated its programming to be entirely virtual, including:

- Monthly core workshops which develop leadership, communication and business skills offered to over 100 youth participants

- Additional selection of self-directed continuing workshops created based upon individualized participant interests

- Ongoing mentorships between Building Young Entrepreneurs participants and experts in various fields including alumni and young Canadian entrepreneurs

- 6-month internships with Canadian businesses who will be offered the option to receive a 50% wage subsidy and employment tax exemption to host Building Young Entrepreneurs interns

- Wide array of networking opportunities with businesses, communities and public sector employees

- National Expo which fosters a community by connecting all partners and host employers in order to celebrate participant accomplishments
Building Young Entrepreneurs participants also have an understanding of the realities of the business entrepreneurial world. Within our programming, participants were given the opportunity to attend monthly “Coffee, Career and Conversation” events featuring Canadian entrepreneurs, business owners, and political leaders. Through these events, participants were able to understand the complexities of entrepreneurship by hearing from individuals who overcame barriers firsthand and became successful. Youth in our programme are extremely well-versed on how organizations function and have been equipped with the skills to excel in their careers.
The Building Young Entrepreneurs programme is structured into three phases; Learning, Mentorship and Internship. Although as a partner organization you will participate in the final phase; internship, rest assured that throughout the entirety of the programme, respective interns developed fundamental tools, skills and expertise ensuring their success and dedication as interns with your organization. Building Young Entrepreneurs participants are uniquely situated with knowledge which will benefit job performance, and result in increased productivity and innovation. This is an undeniable benefit of hosting interns from our programme, as prior to gaining internships, they have been adequately prepared through the learning and mentorship phases.

**5 Phases of Building Young Entrepreneurs**

1. Core workshops
2. Mentorships
3. National Exposition
4. Ongoing workshops
5. Internships
The learning phase is a natural starting point for participants as it is a continuous journey which is integral to building a successful career. This stage consists of core and continuing workshops geared towards fostering skills and facilitating a productive learning space. Participants are granted the opportunity to learn from and engage with subject matter experts in the various industries regarding topics such as project management, financial literacy, entrepreneurship fundamentals, digital skills and leadership. By drawing upon an abundance of knowledge gained from specialized toolkits, participants are provided with optimal opportunities to build a foundation for their future work experiences which will be reflected within their work as interns.

MENTORSHIP

Carefully crafted workshops are augmented within the mentorship phase where learned skills are culminated into practice through connecting participants with industry professionals and community members. Having access to mentorship allows participants to gain valuable guidance and feedback throughout the job seeking journey which is another invaluable aspect of the Building Young Entrepreneurs programme. Community level and digital peer-to-peer mentorship serves as a further advantage available to participants by fostering engagement and constructing a space for creativity.

INTERNSHIP

The final phase of the programme is the integration of an internship allowing for a work-integrated learning experience which provides participants with the opportunity to apply the wide array of important skills gained within the rest of the programming. By hosting an intern within your organization, you would be investing in the talents and skills of multi-barri ered youth and by extension making strides towards the United Nations development agenda. However, this would be a mutually beneficial arrangement, as Building Young Entrepreneurs offers a 50% wage subsidy based on an average wage of $19/hour. It is a rewarding experience hosting a Building Young Entrepreneurs intern because they bring fresh perspectives to organizations and are more than prepared to contribute in meaningful and intelligent ways. By hiring an intern for 6 months while taking advantage of their subsidized wage and employment tax savings, your organization gains the opportunity to strategically benefit from youth who are rapidly breaking into the workforce and making excellent strides.
Benefits of Hosting a Building Young Entrepreneurs Intern

By hosting interns, you will make a meaningful difference in the lives of bright and ambitious youth participating in the Building Young Entrepreneurs programme. Join us in giving back to the next generation and turning great ideas into tangible profitable employment opportunities. The programme offers organizations the amazing chance to contribute meaningfully by supporting a resilient generation of entrepreneurs and owners through providing internships.
1. **Gain a valuable worker**
   for 6 months with the option of accessing a 50% wage subsidy from UNA-Canada during the placement

2. **Access meaningful work**
   while saving on employment taxes and profiting your organization

3. **Provide an integrated learning experience**
   to a participant who has been previously trained and taught about fundamental work skills varying from project management, fundraising, and digital business tools

4. **Become a part of a global movement**
   aimed at improving conditions and building a progressive, accepting society for the increasing demographic of young entrepreneurs

5. **Support multi-barriered youth**
   who are eager to apply their skills culminated from a multitude of backgrounds to become efficient and motivated employees

6. **Expose your organization to fresh and passionate perspectives**
   which can benefit a wide array of initiatives and increase productivity

7. **Allow the Building Young Entrepreneurs team to do the work**
   for you by screening all eligible applicants and sending you top choices according to your requirements

8. **Play a significant role**
   in improving today’s economy by relieving the large gap of youth unemployment

9. **Take advantage of bright minded young interns**
   by drawing upon their tools for 6 months and helping them gain valuable professional experience

10. **Gain exposure and recognition**
    by having your organization and logo included in Building Young Entrepreneurs communication materials
Reporting and Requirements

UNA-Canada is a learning organization that’s constantly working on evaluating and improving its programme. As a hosting company you and your BYE participant will be asked to complete evaluation reports periodically throughout the placement. More specifically, we will ask you to complete the reports below to evaluate your experience with the Programme and your Participant. These reports are valuable monitoring and evaluation tools that will allow Building Young Entrepreneurs to improve the experience for all stakeholders and maximize the impacts of the Programme in the future.

1 Month report: Provides the opportunity to review the placement process, the Participant’s performance, and assess where there may be room for improvement moving forward. The 1 month report must be shared with the Participant, and mutually agreed upon before being submitted to UNA-Canada.

Final programme and Participant evaluation: This will allow you to evaluate the Building Young Entrepreneurs programme as a whole. By providing this feedback, UNA-Canada will be able to critically analyze the strengths and work on the areas for improvement moving forward.

The “Employer Checklist” in Annex A provides more details on when you will receive requests to complete the 1 month and final evaluations. Should you have any questions or concerns about the reporting requirements, please contact one of our Project Officers.
Annex A

Checklist for Securing Placements and Finalizing Partnerships

STAGE 1: Internship Identification

1. Send the designated Building Young Entrepreneurs Project Officer (PO) an internship description that includes the following:

   - Placement length (6 months*), start date, end date, # of hours per week (MUST BE BETWEEN 30 to 37.5 hours/week), screening criteria, internship duties, company details, etc.

2. Once the internship description has been approved, we will proceed to candidate selection.

STAGE 2: Candidate Selection

- The Project Officer will collect resumes and cover letters from available and interested participants and send them to employers who will have the opportunity to conduct independent interviews
- IMPORTANT: Please note that the participant cannot be hired on as a contractor/subcontractor for the placement. They must be an official employee of the organization, and on the organization’s payroll.

STAGE 3: Employer and Participant Agreements

3. Once you have selected an intern inform the Project Officer of your decision and please complete the online employer registration form:

   https://forms.office.com/r/FZQSkTPaRw

4. The last two documents needed to confirm the partnership are the Employer and Participant Agreement Forms. These will be provided to you by the Project Officer.

   - On page 4 there is a table that must be filled in with the breakdown of remuneration
   - UNA –Canada covers 50% up to a maximum of $19 CAD per hour
Annex A

STAGE 4: During the Placement

5. At the 1 month mark of the placement, the PO will send the participant the 1 Month Report to be filled out by both the intern and employer.

6. At the final point of the placement, the PO will send you and the intern a final report to complete. These reports must be mutually agreed upon before being submitted to the PO.

7. Claim forms provided by the PO must be submitted with supporting documents at the end of the first month and end of the placement for reimbursement (wage subsidy).
   - Supporting documents include:
     - Paystubs
     - Proof of payment (i.e., cancelled cheques, direct deposit info).
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