

**CANADA LIFE
IVEY CONNECTS COMMUNITY INTERNSHIP PROGRAM**

The Canada Life Ivey Connects Community Internship Program is designed to give business students greater awareness of how the community sector operates by giving them an opportunity to work over the summer for a not-for-profit organization in the Greater Toronto Area (GTA) and London. Canada Life will provide a grant to cover the entirety of a full-time internship calculated for 40 hours per week x 10 weeks x \$16.25/hr (\$6,500), with the host organization paying the employer share of benefits and additional funds as they see fit. NPOs will gain support with strategic decision-making, analysis and implementation, and students will gain practical work experience and exposure to real, impactful projects. Typical internships run for 10-12 weeks between May and August 2021, with any extensions to be negotiated directly with the intern.

The Canada Life Ivey Connects Community Internship Program began in 2005 and has funded 73 non-profit internships to date.

Student interns are third-year university students completing an Honors Business Administration (HBA) degree at the Ivey Business School (Ivey), one of Canada’s top business schools. Previous work experiences from students range from accounting and finance to marketing and customer relationship functions.

See below for excerpts of successful community internships at NPOs:

“My role was to create a 3-year strategic plan for the organization. This was submitted as both a report and a presentation to the directors of the organization. Within my position I had a great deal of autonomy and was able to collect and analyze data, meet with managers/directors, and work on projects within the organization as I saw fit.”

—Taylor Davies, Salvation Army Centre of Hope Summer Intern

“We had a fantastic experience with our summer student. We sincerely appreciated this internship opportunity, and felt the program worked well for our organization. Thank you for your support!”

—Make-A-Wish Foundation

“The internship program provides participating organizations with the opportunity to have access to local expertise with a fresh perspective, providing valuable insight into the operation of the organization.”

—Elgin Oxford Middlesex Workforce Planning and Development Board

WHICH ORGANIZATIONS ARE ELIGIBLE?

Applicant organizations must fit the criteria of [Canada Life's corporate citizenship program](#) to be eligible to participate in the Community Internships Program. Organizations requesting support should represent one or a combination of the corporation's [areas of support](#) (arts and culture, education, health and wellness, community development, social services).. **Organizations that have previously hosted an intern may apply again, but not in the year immediately following their most recent placement.**

APPLICATION TIMELINE

Applications open October 2020. Submit project description forms to Internships Directors **Christine Elegado, Arnica Wight, Dorothy Zhao** at iveyconnectsinternships@gmail.com no later than **11:59 p.m. on November 6th, 2020**. Please include **Canada Life Internship Application** in the subject line. Final decisions regarding applicants awarded internship funding will be sent by early December.

Internship opportunities will be posted on Ivey's Career Management website in mid-December. All student applications will be forwarded to the non-profit contact to conduct interviews with candidates. Interviews will be conducted by your organization in late January, and candidates will be notified of their application status by early February. The NPO has direct control over the method of the interview process, with support from Ivey's Career Management. **Please note the timeframe of the deliverables and ensure your NPO is able to commit to these mandatory dates.**

WHAT ARE THE ELEMENTS OF A GOOD PROJECT DESCRIPTION?

Defining and articulating a business problem can be difficult. The following application will guide you in describing your organization's challenge and determining the scope of the resulting project. The greater detail you can provide, the better the chance your organization has of being chosen for a funded internship. The Review Panel that selects NPOs looks for opportunities that will generate the greatest impact for the NPO and the Ivey student. The Review Panel takes into account scope, role of the intern, and impact the intern's actions will have on the outcome.

Specific

Please be as specific as possible. If the project is too broad, it is unlikely the intern will be able to complete it within the timeframe allotted.

Clear, measurable goals

Stating the desired outcomes of the internship gives the Review Panel an idea of the type of work the intern will be doing and defines the benefit that your organization hopes to receive.

Highlight strategic challenges

Showcasing the challenges that interns are likely to face will allow the Review Panel to formulate a better decision on whether or not interns would be able to meet the needs of your organization, as well as gain valuable internship experience.

For a list of selection criteria, or for more information, please contact **Christine, Arnica, or Dorothy** at iveyconnectsinternships@gmail.com.

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*Notes provided are intended to give you an idea of what reviewers are looking for. Some headings may not be applicable to your organization.

NPO Name	[Name of non-profit organization.]
NPO Description	[What is your organization’s mission? What support or services do you provide? To whom do you provide it and how?]
Division, department or program	[Which part of the organization will the student work in? Please give a brief description of the division’s key responsibilities and goals as related to the greater organization.]
Website Address	[If applicable.]
Project Goal that Intern would Contribute to	[What issue are you trying to solve? Draw specific connections between this issue and the specific effects on your organization. If this issue is not resolved, what is the impact on your business? If this project is completed successfully, what specific results do you hope to see?]
Final Deliverables Expected	[What deliverables do you expect from the intern to achieve the goal you have set? E.g. Written report, presentation to senior personnel, working Excel model template, etc. What will the deliverable(s) specifically answer? E.g. I require an analysis of programs offered by the organization so I can allocate resources to the most effective programs as judged by number of people reached.]
Internship Assignment Description (Job Description)	[What does the internship entail and what are the issues it addresses? What are the 4-5 key functions the intern will perform? Who will the intern work with? Who will the intern report to?]
Resources and Support to be Provided in Achieving the Goal	[What information will the intern have to work with? Where will it come from? It may help to break the project down into key components and separate resources accordingly, e.g. Financial size-up (organization financials, fundraising history); fundraising environment (economic/industry reports, city demographics, fundraising history); operational structure (organizational chart, internal reviews, meetings with division heads), etc.]

How this Project will give the Intern Opportunities to Understand the Non-Profit Sector	[What issues specific to NPOs will the internship expose the intern too? Will the intern have opportunities to speak or work with senior employees who have made a career in the non-profit sector? Will there be opportunities for the intern to meet members of the NPO community outside your organization?]
Description of Ideal Candidate	[Considering the nature of the work needed to achieve the goal, what are the most important qualities that will enable the intern to succeed? E.g. Exceptional analytical skills (for data analysis), strong verbal communication skills (for public-facing or presentation- intensive role), experience in a fundraising role, etc.]
Performance Evaluation and Feedback Process	[Does the organization currently have a formal performance evaluation process in place? If yes, what does it entail (as applied to the intern)? If not, how will you assess the performance of the intern and provide feedback on their work?]
Length of Internship with Tentative Start and End Dates	[Internships are expected to last 10 weeks. Internships must take place between May 6, 2020 and August 23, 2020 due to school scheduling.]
Online or in-person internship	[Due to COVID-19 many organizations have switched to a work from home environment. Is your organization anticipating that the internship take place remotely, or in-person? If in-person, please describe the safety protocols that will be in place.]
Benefits and Salary in Addition to \$6,500 Internship Grant from Canada Life	[Any additional support provided to the intern from your organization. If any grants are applicable to the situation, please indicate this in your application. If you intend to continue engaging the intern beyond 10 weeks, compensation from the NPO must be provided.]
Charity Registration Number	[Number used when issuing a cheque]
Name	[Name of NPO internship coordinator]
Title	
Address	
Telephone	
Fax	
Email Address	
*Christine, Arnica, or Dorothy may be in touch to further discuss your application before rendering a final decision. Please ensure the contact named will be accessible during this time.	

OTHER INFORMATION

Other Information	[Any further information that you think would help us better understand the needs of your organization and the challenges that the internship is trying to address.]
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