

DS4Y

DIGITAL SKILLS FOR YOUTH

INTERN GUIDE 2021

CYBERNB

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DIGITAL SKILLS FOR YOUTH

OVERVIEW

Thank you for your interest in becoming a DS4Y Intern. This program aims to connect underemployed and unemployed post-secondary graduates with profit and not-for-profit organizations (with fewer than 500 employees) where they can gain meaningful work experience to help them transition to career-oriented employment. It is expected that the opportunities are grounded in experiences that will prepare youth to adapt to the major changes projected in tomorrow's workplace, including emerging areas where the jobs may not yet exist such as those related to cybersecurity, the automation of knowledge tasks, big data, and artificial intelligence, among others.

DS4Y is part of the Youth Employment and Skills Strategy (YESS), a horizontal initiative involving federal departments and agencies. DS4Y contributes to the YESS programming by supporting youth who are job-ready, but who may require a first employment experience through wage-subsidy opportunities, and skill development to enter and succeed in our labour market.

This industry needs talent, and the DS4Y program can, and will, help bridge the gap.

THE PROCESS

Candidate Sourcing

CyberNB will be featuring all DS4Y positions on our website. Candidates can apply for any position by sending their resume and cover letter to the contact identified in the job description. If no job description fits your desired career path, please submit your resume and cover letter to internships@cybernb.ca and we will try and match you with potential employers.

All DS4Y Candidates will be interviewed by CyberNB's Digital Workforce Strategist. Once you are officially enrolled in the program, it is up to the employers to interview and ultimately hire their desired candidate.

PROGRAM DETAILS

- As 1 of 14 DS4Y delivery organizations, CyberNB will be placing a maximum of 17 interns, with additional placements being offered in June (depending on federal funding)
- Internships must end by March 31st, 2022

Candidate Eligibility:

- ✓ Must be between 15 and 30 years old (inclusively) at the beginning of the internship
- ✓ Must possess a postsecondary degree/diploma/certification
- ✓ Must be unemployed, underemployed, or employed part time
- ✓ Must be a Permanent Resident or Citizen of Canada

Employer Eligibility:

- ✓ For profit and non-profit organizations with fewer than 500 employees
- ✓ Must have the capacity to mentor an intern
- ✓ Must provide a digitally focused position for the intern

CANDIDATE CHECKLIST

In order to become an intern with DS4Y, we ask that you complete the following:

- ✓ Review this Intern Guide to familiarize yourself with the program and reach out to the Digital Workforce Strategist with any questions
- ✓ Ensure your resume and cover letters are updated

Questions?

Contact CyberNB's Digital Workforce Strategist, Jenn Peck, at jenn.peck@cybernb.ca

ROLES AND RESPONSIBILITIES

INTERNS

All DS4Y interns are graduates from diploma, degree or certification programs, and come from a wide range of cultural and educational backgrounds. Interns must be 30 years old or younger, and a citizen or permanent resident of Canada.

Responsibilities of the Intern:

- Carry out established activities and responsibilities which are mutually agreed upon by the intern and mentor
- Fulfill agreed upon time commitments
- Conduct oneself in a professional manner (arrive on time, respect dress code, etc.)
- Raise concerns with the mentor or CyberNB Digital Workforce Strategist if the objectives are not being met, or if the supervision received is inadequate
- Show initiative and willingness to learn and grow
- Should the intern leave the program early, they must inform CyberNB and complete an exit interview

EMPLOYERS

Intern Host Organizations (IHO) agree to mentor and guide the DS4Y intern to help maximise their knowledge and experience — making them a more desirable candidate post-internship.

Responsibilities of the IHO:

- Provide the intern with the necessary equipment and workspace (if working remotely, IHOs will ensure the intern has an appropriate work setting)
- Provide meaningful work experience that will enhance the intern's employability
- Identify possible gaps in the intern's knowledge and source training that could help enrich their skillset

CYBERNB

The Digital Workforce Strategist will assist the IHO with candidate sourcing and with the identification of relevant training resources.

CyberNB will also ensure:

- Accurate and timely reporting
- That interns are undertaking activities in accordance with the DS4Y objectives
- That IHOs feel supported throughout the mentorship process

The Digital Workforce Strategist will conduct quarterly internship check-ins (June, September, December, March). This will be an opportunity to touch base with both the intern and the IHO to ensure the success of the placement. Participants should be prepared to provide feedback and suggestions on the program.

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