



Employer Application Guide 2006-2007

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www.youngcanadaworks.gc.ca

Section 1: General Information

The deadline for employer applications for [summer jobs](#) is February 18, 2006. Please contact the appropriate [delivery organization](#) for further information.

The deadline for employer applications for [internships](#) and the [Languages at Work](#) component differs between [delivery organizations](#). Please contact them directly for deadlines and further information.

About YCW

Young Canada Works (YCW) is an initiative of the Department of Canadian Heritage and the Parks Canada Agency, in support of the Government of Canada's Youth Employment Strategy. For YCW summer jobs at Parks Canada, please visit http://www.pc.gc.ca/agen/empl/sub/jct-ycw/index_e.asp.

At the Department of Canadian Heritage, YCW provides employment for approximately 2275 young Canadians each year (2,200 summer jobs and 75 internships). This initiative gives youth an opportunity to develop an awareness of our country's achievements and diversity, connect with Canadians in other regions and gain an awareness of the values associated with citizenship and Canadian identity.

YCW encourages connections among Canadians and motivates them to explore Canada's diverse places. YCW helps enhance Canada's cultural visibility and economic profile at home and abroad, which will help strengthen and expand Canada's natural, cultural and heritage networks and influence. Lastly, this initiative will support the sustainable development of organizations, communities and regions.

Summer Jobs for Students and Internships for Graduates

YCW offers three summer job programs:

YCW offers summer employment opportunities allowing students to gain practical work experience and skills relating to their field of study while also earning money to help pay for their education. These summer jobs are usually for 6 to 16 weeks. Further financial assistance may be provided to facilitate the recruitment and participation of persons with disabilities.

- [YCW for Aboriginal Urban Youth](#)
- [YCW in Heritage Organizations](#)
- [YCW in Both Official Languages](#) (includes [Languages at Work](#))

YCW offers two internship programs for graduates:

YCW also offers national and international internships for college and university graduates to build advanced career-related skills and abilities to make the transition to the job market or to earn income for their advanced studies. These internships usually range from 4 to 12 months. Funding varies from program to program. Further financial assistance may be provided to facilitate the recruitment and participation of persons with disabilities.

- [YCW at Building Careers in Heritage](#) (in Canada and abroad)
- [YCW at Building Careers in English and French](#) (abroad only)

Objectives of YCW

YCW works with employers who propose projects reflecting the following objectives:

- helping young Canadians gain practical work experience, develop their skills, enhance their employability and learn more about their career options;
- increasing the pool of skilled and qualified candidates for the cultural, heritage, official languages and parks sectors; and,
- enhancing the knowledge and appreciation of Canada's achievements and rich natural and cultural heritage.

Application and Evaluation Process

Who can apply?

Please refer to both the general and specific eligibility criteria for the program to which you are applying.

How is your application evaluated?

Applications to the YCW program must meet the specific objectives of each of the hiring programs.

YCW also expects your application to clearly demonstrate that you will provide proper orientation, coaching and supervision. The application must include the following:

- your plans for employee evaluation, orientation and support in order to help them develop career-related skills;
- all opportunities that will be offered to YCW participants to work with professionals and develop networks; and,
- financial information, especially a consistent justification of costs, corresponding to the funding levels requested.

Note: Requests for contributions that are less than the maximum contribution available are welcome as they will allow YCW to do more with the available funds and increase its impact on youth and cultural industries and regional economies throughout the country.

Other factors that may affect the success of your application include:

- recruitment criteria that support YCW's employment equity goals; and,
- a strong explanation of the national, regional or local significance of your project and its long-term impact.

How is YCW delivered?

YCW is implemented through delivery organizations that are generally non-governmental organizations across Canada. Applications must be sent to the appropriate delivery organization for the program. If you have questions, please communicate directly with the appropriate delivery organization.

1. **Project Selection:** The delivery organization will evaluate and recommend projects for funding.
2. **Accepted Applications:** If your application is accepted, you will receive written confirmation along with a description of the terms and conditions of the program, and you will be asked to sign a contract with the delivery organization.
3. **Employee Recruitment:** The employer is responsible for recruiting and hiring employees, who **must** be registered in the YCW candidate inventory accessible on the YCW website. This inventory is available free of charge to all approved employers. To search for potential employees in the candidate inventory, please contact your [delivery organization](#) to obtain a username and a password. If no individuals in the candidate inventory meet your selection criteria, please contact your delivery organization.

Eligibility

The employees you hire must:

- be legally entitled to work in Canada;
- be a Canadian citizen, permanent resident or have refugee status in Canada;
- be between 16 and 30 years of age at the start of employment;
- meet the eligibility criteria of the program for which you have been approved;
- be registered in the YCW candidate inventory;
- be willing to commit to the full duration of the work assignment for a period of 6 to 16 weeks for a summer job and 4 to 12 months for internships (duration varies from program to program); and,
- not have another full-time job (over 30 hours a week).

Employer obligations

What obligations do employers have towards employees, for internships and summer jobs?

For all programs, you have the following obligations. You must:

- comply with the YCW terms and conditions;
- ensure a balanced selection process and respond to applicants in a timely manner;
- make sure that all employees are registered in the YCW candidate inventory;
- provide each employee with a job description and a work plan that includes specific objectives;
- pay wages in accordance with laws and regulations and in a timely manner. The employees' wages must be in line with industry standards in the region where they are working and with their training and work experience. The subsidized workweek is 30 to 40 hours. YCW contributions are based on the actual salaries paid to employees;
- comply with applicable federal, provincial and territorial laws, regulations and statutes, including occupational safety standards;
- pay participants from payroll and make the required source deductions;
- if applicable, provide return transportation for the employee using authorized means of public transportation;
- if applicable, consider transportation and lodging costs in your proposed budget; and,
- if applicable, provide adequate insurance coverage for youth required to drive a vehicle; and,
- ensure that visibility is given to the Government of Canada in your various promotional and media activities. You may obtain permission to use the YCW graphic symbol in your promotional material by contacting ycwcoordinator@pch.gc.ca.

What are the requirements for employers hiring interns?

As an employer, you must:

- offer equitable opportunities to unemployed and underemployed Canadian youth;
Note: To be eligible, intern candidates must not have previously participated in or been paid under any other internship program that is funded under the Government of Canada's Youth Employment Strategy.
- participate in an intern employability skills assessment and a personal objectives review process, generally through on-line questionnaires and appropriate follow-ups;
- elaborate, with the intern, a skills development plan tailored to his(her) needs; and,
- offer job-search support and follow-up at the end of the internship period.

Are there further requirements for international internships?

As an employer, you must:

- ensure the intern's legal status (visa requirements, required financial guarantees, etc.);

- provide health and travel insurance for participants while outside Canada, including coverage for repatriation for medical or security and safety emergencies;
- pay a living allowance abroad sufficient to maintain an equivalent standard of living to that in Canada, based on local conditions;
Note: Living allowances and other financial support must comply with Canadian laws and regulations; youth participants must receive wages (in Canada) and a living allowance (abroad) in a timely manner in keeping with industry standards. The Canada Revenue Agency considers the intern's income and supplementary benefits taxable income. Earnings in most cases are pensionable and insurable and must be declared by the interns.
- consult the Country Travel Reports produced by the Department of Foreign Affairs Canada at <http://www.voyage.gc.ca/dest/ctry/reportpage-en.asp>;
Note: The reports include up-to-date information on safety, security, health information and visa requirements.
- subscribe to travel updates by visiting <http://www.voyage.gc.ca/dest/ctry/sub-en.asp>;
- at least two months before the expected departure of the intern, provide details of the placement to your delivery organization;
- advise youth participants with dual citizenship that they must travel with Canadian documents to assist in receiving services from the Government of Canada while abroad;
Note: International internships are subject to a Safety and Security Review and must be reviewed by the Department of Foreign Affairs Canada. The appropriate delivery organization will provide additional advice and will inform the employer and host organization of all cases requiring urgent repatriation of participants to Canada.
- regularly monitor the progress of the intern (**Note:** You should be aware that interns on international placements are monitored through electronic and telephone communication); and,
- prior to departing from Canada, make sure that each intern registers on the Consular Affairs Web site of the Department of Foreign Affairs Canada at:
www.voyage.gc.ca/main/sos/rocapage-en.asp.
Note: Upon arrival in the country of destination, the intern must contact the nearest Government of Canada office to activate their registration (by telephone, e-mail or in person). In the event of an emergency, 24-hour assistance is available from Canadian missions. Interns can also make a collect call to the Department of Foreign Affairs Canada at (613) 996-8885 or they may send an e-mail to sos@international.gc.ca. Additional information and advice on appropriate living allowances for internships abroad may be obtained from the Department of Foreign Affairs Canada. They can be contacted by telephone at (613) 944-6788, toll-free at 1 800 267-6788, by fax at (613) 943-1054 or by e-mail at voyage@international.gc.ca.

Are there other obligations?

You will have to:

- maintain a current address file for evaluation purposes and for tracking employment outcomes;
- keep an account of in-kind contributions; and,
- complete and ensure your employee(s) complete(s) **ALL** of the following forms:
 - Staffing Report (due at the beginning of the employment period)
 - Employer Evaluation Questionnaire (due at the end of the employment period)
 - Employer End of Work Term Report (due at the end of the employment period)
 - Note:** Some delivery organizations may have additional requirements.

Questions?

Contact your [delivery organization](#) if you have questions or need more information
 OR Call the Government of Canada's Youth Information Line, toll free 1 800 935-5555. Hearing impaired: TTY/TDD 1 800 465-7735

Section 2: Summer Jobs for Students

YCW for Aboriginal Urban Youth

What are the goals of this program?

The Aboriginal Urban Youth program provides summer employment in Aboriginal Friendship Centres across Canada. These jobs are intended to prepare participants for the labour market. They will acquire hands-on experience and explore career options while earning money to continue their education.

While most YCW jobs are full-time, proposals for part-time jobs to accommodate students with a disability may also be eligible. Candidates must meet YCW criteria and although graduates may apply, priority is given to students who intend to return to school.

Is your organization eligible?

Only Aboriginal Friendship Centres and Provincial/Territorial Associations affiliated with the National Association of Friendship Centres may apply. Organizations not meeting this criterion may apply to other YCW programs.

What objectives should your application address?

Your proposal should be in line with the general objectives of YCW. The project description, job description(s) and budget(s) should also reflect the following objectives:

For students:

- provide direction and support for their educational and career aspirations; and,
- increase awareness of their Aboriginal ancestry and of the value and responsibilities of Canadian citizenship.

For Friendship Centres:

- help provide summer services and programs for Aboriginal Urban Youth;
- increase the participation of youth in community building; and,
- promote student employees as positive role models for other youth and children in the community.

For the community and region:

- increase community awareness of Aboriginal culture and its place in Canadian society; and,
- promote cross-cultural awareness through partnerships between Friendship Centres and other local community organizations—Aboriginal, non-Aboriginal, Métis and Inuit, and with businesses, private sector, government, etc.

For more information on the evaluation process, please see the [employer evaluation criteria](#).

How much assistance is available?

Each Friendship Centre is invited to apply for up to five positions, and each Provincial/Territorial Association is invited to apply for up to three positions. Each position should be ranked according

to priority, ensuring that those positions granted higher priority are reviewed first for approval. Following the first round of approvals, subsequent positions may be awarded by priority.

How will the funds be delivered?

You will enter into contract with and receive payment from the National Association of Friendship Centres (NAFC). Payments for approved positions will be sent when the NAFC receives and accepts the required forms, as indicated in your contract.

Note: For reporting purposes, you are required to track the number of people the youth has helped or reached, if the job includes contact with the public.

YCW in Heritage Organizations

What are the goals of this program?

YCW in Heritage Organizations allows young Canadians to gain practical work experience and to explore career opportunities in the heritage sector, while earning money to help pay for their education. While most YCW jobs are full-time (between 30 and 40 hours a week for 6 to 16 consecutive weeks), proposals for part-time jobs to accommodate students with a disability may also be eligible.

Candidates must meet the YCW eligibility criteria. Note that even though graduates may apply, priority is given to students who intend to return to school.

Is your organization eligible?

You are eligible if your organization:

- is a private, public or non-profit organization, such as a museum, archive, library, educational institution, historic site or heritage building;
- is involved at the national, provincial, territorial, municipal or community level, including some provincial and territorial departments and agencies, and the following three Crown corporations (other federal institutions are not eligible):
 1. Canada Development Investment Corporation
 2. Canada Post Corporation, and
 3. Royal Canadian Mint;
- is stable and financially healthy.

What objectives should your application address?

Your application should be in line with the general objectives of YCW. The project description, job description and budget for each requested position should also reflect the following objectives:

For students:

- provide skill-building work experiences in their field of study;
- provide opportunities to work and network with professionals in the heritage sector; and,
- increase their knowledge and appreciation of significant local and national achievements.

For the heritage sector:

- strengthen Canada's cultural and heritage networks, increase their efficiency, share information, and enhance the visibility of cultural and heritage products and services; and,

- assist the heritage sector in its mandate to reflect and present Canada to Canadians.

For the community, region and country:

- promote knowledge and appreciation of significant local and national achievements, people, places and collections; and,
- contribute to the sustainable development of organizations and communities.

For more information on the evaluation process, please see the [employer evaluation criteria](#).

How much assistance is available?

During the application selection process, priority is given to employers whose contributions are at least between 25% to 50% of the cost, including wages, benefits, and other costs where applicable. Employers are expected to share the cost of the proposed job(s) through contributions in cash and in-kind (e.g. use of facilities and specialized equipment, time allocated to orientation, coaching, supervision and making contacts). They may also make a direct contribution to transportation and lodging costs if this is their normal practice. The maximum YCW contribution is \$30,000 per employer.

If you are willing to hire a youth from another part of the country, YCW can provide assistance to help pay for transportation, in accordance with established policies. If you are considering candidates from another part of the country, telephone interviews are recommended.

How will the funds be delivered?

YCW in Heritage Organizations is delivered by five national delivery organizations: the Canadian Museums Association, the Canadian Library Association, the Heritage Canada Foundation, the Canadian Council of Archives and l'Association pour l'avancement des sciences et des techniques de la documentation.

You will receive payments for approved positions from the delivery organization with which you signed a contract. Payments will be sent once the organization has received and accepted the required documents, as indicated in your contract.

YCW in Both Official Languages

What are the goals of this program?

YCW in Both Official Languages subsidizes summer jobs through which young Canadians can acquire practical experience relating to their studies and explore career opportunities in fields requiring knowledge of both official languages. These jobs also offer young people a geographic exchange experience. The goal of this program is to increase the reach of the official languages in Canada. Students will work in a different region of the country and develop a network in official-language minority communities.

Two types of jobs are available:

- 1) A job where the employee's first official language is used to foster the development of an official-language minority community; or,
- 2) A job offering the employee the opportunity to practise his second official language (includes Languages at Work).

Youth are generally secondary or post-secondary students aged 16 to 30 at the start of the employment period. Employers hiring employees below the age of majority must provide

appropriate supervision and guidance. While most YCW jobs are full-time, proposals for part-time jobs to accommodate students with a disability may also be eligible. All candidates must meet the YCW eligibility criteria.

Is your organization eligible?

You are eligible if your organization:

- is a private, public or non-profit organization;
- is involved in national, provincial, territorial, municipal or community activities;
- is willing to hire young people from other regions of Canada;
- conducts activities in both official languages; and
- is stable and in good financial health.

What objectives should your application address?

Your application should be in line with the general objectives of YCW. The project description, job description and budget for each requested position should also reflect the following objectives:

For students:

- make frequent use of their skills in English and French on the job; and
- develop professional networks.

For the official languages sector:

- promote the benefits of Canada's linguistic duality;
- assist businesses and organizations in providing services in both official languages across Canada; and
- support the development of official-language minority communities.

For the community, region and country:

- enhance services in both official languages by businesses and organizations in various regions of the country;
- contribute to the labour-force needs of official-language minority communities; and
- contribute to the sustainable development of official-language minority communities and help address the exodus of young people.

For more information on the evaluation process, please see the [employer evaluation criteria](#).

How much assistance is available?

YCW may contribute up to 50% of the employment costs for youth hired by businesses and public sector organizations. It may contribute up to 70% for a non-profit organization.

Priority will be given to employers offering a geographic exchange, that is, who hire young people from another region of the country. The YCW program could cover part of the transportation and lodging costs for the person hired, in accordance with its policies. If you are considering candidates from another part of the country, telephone interviews are recommended.

How will the funds be delivered?

You will enter into contract with and receive payments from the appropriate delivery organization.

Payments will be made once the delivery organization has received and accepted the required documents, as indicated in your contract.

Languages at Work

Languages at Work has special conditions – Please read carefully.

The goals of the program are to provide Canadian students with a great summer job experience and a chance to practice and improve their second language following their participation in the [Explore](#) program (bursary program).

You are eligible if your organization:

- offers a meaningful work experience;
- hires a young student from another part of Canada who is already in the [Explore](#) program;
- offers guidance and orientation; and,
- is willing to hire someone who is still improving his or her second official language.

For more information, please contact the *Fédération de la jeunesse canadienne-française* at (613) 562-4624 or visit their web site http://www.fjcf.ca/let/index_en.asp.

Section 3: Internships for Graduates

YCW at Building Careers in Heritage

What are the goals of this program?

This program is designed to help unemployed and underemployed graduates gain practical experience and enhance their skills in a career-oriented job, either in Canada or abroad. This program is designed to help graduates make the transition to occupations in the heritage and arts sectors in Canada.

YCW at Building Careers in Heritage provides funding for college or university graduates, ranging from 4 to 12 consecutive months (at least 4 consecutive months for internships in Canada and 6 consecutive months for international internships). Internship projects must contribute to the preservation and presentation of Canada's rich cultural and artistic heritage and to Canada's cultural visibility. The experience the intern acquires should help him or her find a more permanent job.

Note: Intern candidates who have previously participated in or been paid under any other internship program that is funded under the Government of Canada's Youth Employment Strategy are not eligible for the above program.

You must read the "[How is YCW delivered?](#)" section of this guide. You should also read about the [obligations](#) you have to employees and about what is [involved](#) in hiring for an internship project.

Is your organization eligible?

You are eligible if your organization:

- is a private, public or non-profit organization engaged in cultural, artistic and heritage activities inside and outside of Canada. These could include, but are not limited to, museums, archives, libraries, historic sites and heritage buildings, educational institutions, theatres, arts organizations, multimedia companies, zoos, botanical gardens and natural parks;
- is involved at the international, national, provincial, territorial, municipal or community level, including some provincial and territorial departments and agencies, and the following three Crown corporations (other federal institutions are not eligible):
 4. Canada Development Investment Corporation
 5. Canada Post Corporation and
 6. Royal Canadian Mint;
- is stable and financially healthy.

What objectives should your application address?

Your application should be in line with the [general objectives of YCW](#). This program requires that you provide a clear definition of the skills development objectives of your project. The project description, job description(s) and budget(s) should also reflect the following objectives:

For graduates:

- work in jobs tailored to their academic profile that facilitate their transition to the labour market;
- acquire specialized professional skills and practical experience through the coaching and support provided;

- develop an understanding of Canadian and/or international markets and heritage networks; and
- enter the workforce during and at the end of the employment period or earn income to further their education.

For the heritage sector:

- help develop the knowledge economy relating to heritage organizations and industries;
- increase the pool of highly qualified youth in the heritage, arts and cultural sectors;
- help meet human resource needs in heritage organizations and specific job groups; and
- expand the reach of heritage, artistic and cultural services and products in Canada and abroad.

For the community, region and country:

- promote knowledge and appreciation of significant local and national achievements, people, places and collections;
- support the sustainable development of organizations and communities; and
- highlight Canada's culture in Canada and abroad.

For more information on the evaluation of the applications, please see the [employer evaluation criteria](#).

How much assistance is available?

In general, employers may request assistance representing between 50% and 75% of the internship costs, including wages, benefits and, where applicable, transportation and lodging. However, to demonstrate commitment to the success of the project, employers are encouraged to match or exceed the federal contribution. Therefore, during the project selection process, priority is given to projects proposed by employers whose contributions are at least 25% to 50% of the internships costs.

The maximum YCW contribution is \$10,000 per internship in Canada (except for a science internship, for which the contribution can be up to \$12,000) and \$15,000 for an international internship. At least 80% of these amounts is reserved for the intern's wages and allowances. Therefore, up to 20% of the federal contribution may be allocated between the delivery organization and the employer to pay for administration costs related to the internship.

How will the funds be delivered?

You will receive payments from the delivery organization with which you signed a contract. When the application is accepted, 75% of the total approved amount is payable upon receipt of the signed contract and the employer's staffing report. The balance will be paid once the delivery organization has received and approved your final activity report and other required documents.

YCW at Building Careers in English and French

What are the goals of this program?

YCW at Building Careers in English and French helps unemployed or underemployed graduates acquire practical work experience and build advanced skills in career-related work. The program is intended to help graduates make the transition to Canada's language industries or the general international labour market.

YCW at Building Careers in English and French supports internships for college and university graduates to work from 6 to 12 consecutive months on projects that showcase linguistic duality. This program is designed to help young people gain specialized skills for the international labour market in the official languages sector.

Note: Intern candidates who have previously participated in or been paid under any other internship program that is funded under the Government of Canada's Youth Employment Strategy are not eligible for the above program. It is the responsibility of the organization in Canada to find a host organization abroad, which must be approved two months prior to the departure of the intern.

You must read the "[How is YCW delivered?](#)" section of this guide. You should also read about the [obligations](#) you have to employees and about what is [involved](#) in hiring for an internship project.

Is your organization eligible?

Organizations in the private, public and non-profit sectors may apply, especially those whose activities are conducted in both official languages. They include (but are not limited to): language schools, publishers, educational institutions, translation firms, visual and performing arts, film and video companies, and cultural and heritage organizations.

To apply for funding assistance under this program, your organization must be stable and financially healthy.

What objectives should your application address?

Your proposal should be in line with the general objectives of YCW. This program requires you to provide a clear definition of the skills development objectives of your project. The project description, job description(s) and budget(s) should also reflect the following objectives:

For graduates:

- acquire specialized skills and abilities that will be useful in meeting labour-market requirements in a global economy, in linguistic duality priority areas and in official-language minority communities;
- develop an understanding of international markets, and existing language-related networks;
- increase awareness of Canada's linguistic duality and cultural diversity;
- enter the workforce during and at the end of the employment period or earn money to further their education; and
- develop the skills required for jobs and professions in the official-languages sector.

For the official-language sector:

- help develop the knowledge economy relating to Canada's official-language institutions, organizations and industries;
- support employers in official-language minority communities; and
- increase the pool of highly qualified youth in key official-language-related sectors of the international labour market.

For the community, region and country:

- assist in building official-language capacity, job opportunities and opportunities for new Canadians in official-language minority communities;

- support the sustainable development of organizations and communities;
- increase the pool of young Canadians able to function in both official languages in official-language-related sectors;
- showcase Canada's culture abroad; and
- raise the linguistic and cultural profile of Canada abroad.

For more information on the evaluation process, please see the [employer evaluation criteria](#).

How much assistance is available?

The maximum contribution is \$13,000 per internship abroad. YCW may subsidize up to 75% of the costs of an internship, which may include wages, benefits and administration, lodging and transportation costs.

You will be expected to demonstrate commitment to the project by matching or exceeding the federal contribution through financial and in-kind contributions.

How will the funds be delivered?

You will enter into contract with and receive payment from the Fédération de la jeunesse canadienne-française (FJCF). Payments for approved positions will be sent when the FJCF receives and accepts the required reporting forms.

Appendix A - Delivery Organizations

Important Reminder: If you are applying to more than one program, send the correct application to EACH appropriate delivery organization.

Delivery Organizations for YCW Programs in Heritage Sector

Delivery Organizations	Summer Jobs YCW in Heritage Organizations	Internships YCW at Building Careers in Heritage	Contact Information
Canadian Museums Association	<input type="checkbox"/>	<input type="checkbox"/> (in Canada and abroad)	400- 280 Metcalfe Street Ottawa, ON K2P 1R7 Tel: (613) 567-0099 Fax: (613) 233-5438 Summer Jobs: Michael Rikley-Lancaster mrikley-lancaster@museums.ca Internships: Véronique Chikuru vchikuru@museums.ca
Canadian Library Association	<input type="checkbox"/>	<input type="checkbox"/> (in Canada only)	328 Frank Street Ottawa, ON K2P 0X8 Tel: (613) 232-9625 ext: 321 Fax: (613) 563-9895 Email: rvenne@cla.ca
The Heritage Canada Foundation	<input type="checkbox"/>	<input type="checkbox"/> (in Canada only)	5 Blackburn Avenue Ottawa, ON K1N 8A2 Tel: (613) 237-1066 Fax: (613) 237-5987 Email: youngcanadaworks@heritagecanada.org
Canadian Council of Archives	<input type="checkbox"/>	<input type="checkbox"/> (in Canada only)	130 Albert Street, Suite 501 Ottawa, ON K1P 5G4 Tel: (613) 565-1222 or toll free 1 866 254 1403 Fax: (613) 565-5445 Email: info@archivescanada.ca
Association pour l'avancement des sciences et des techniques de la documentation	<input type="checkbox"/>	<input type="checkbox"/> (in Canada only)	202-3414 Parc Avenue Montreal, QC H2X 2H5 Tel: (514) 281-5012 Fax: (514) 281-8219 Email: info@asted.org
Canadian Heritage Information Network ¹	n/a	<input type="checkbox"/> (in Canada and abroad)	15 Eddy Street, 4th Floor Gatineau, QC K1A 0M5 Tel: (819) 934-5022, ext. 258 Fax: (819) 994-9555 Email: bonnie_szirtes@pch.gc.ca
Cultural Human Resources Council ² (CHRC)	n/a	<input type="checkbox"/> (in Canada only)	201-17 York Street Ottawa, ON K1N 9J6 Tel: (613) 562-1535 ext: 28 Fax: (613) 562-2982 Email: rosalie@culturalhrc.ca

¹ This organization accepts internship applications for executively produced Virtual Museum of Canada (VMC) online projects only.

² CHRC is accepting applications from all Canadian arts organizations and is seeking projects in arts administration or arts practice.

Delivery Organizations for YCW programs in the Official Languages

Delivery Organizations	Job / Internship Location	Summer Jobs YCW in Both Official Languages	Internships YCW at Building Careers in English and French	Contact Information
Association francophone des municipalités du Nouveau-Brunswick	<ul style="list-style-type: none"> • Newfoundland and Labrador • Nova Scotia • Prince Edward Island • New Brunswick 	<input type="checkbox"/>	n/a	702 Principale Street, Unit 322 Petit-Rocher, NB E8J 1V1 Tel: (506) 542-2622 or toll free 1 888 236-2622 Fax: (506) 542-2618 Email: jctycw@afmnb.org
Fédération des chambres de commerce du Québec	<ul style="list-style-type: none"> • Quebec 	<input type="checkbox"/>	n/a	555 René-Lévesque Blvd W. 19th Floor Montreal, QC H2Z 1B1 Tel: (514) 844-9571 or toll free: 1 800 361-5019 Fax: (514) 844-0226 Email: clara.michaud@fccq.ca , marie-christine.sun@fccq.ca , vanessa@fccq.ca
Conseil de la coopération de l'Ontario	<ul style="list-style-type: none"> • Ontario 	<input type="checkbox"/>	n/a	435 St-Laurent Blvd, Room 201 Ottawa, ON K1K 2Z8 Tel: (613) 745-8619 Fax: (613) 745-4649 Email: jctycw@cco.coop
Conseil de la coopération de la Saskatchewan	<ul style="list-style-type: none"> • Manitoba • Saskatchewan • Northwest Territories • Nunavut 	<input type="checkbox"/>	n/a	3850 Hillside Street, Suite 230 Regina, SK S4S 7J5 Tel: (306) 566-6000 or toll free 1 800 670-0879 Fax: (306) 757-4322 Email: jct@ccs-sk.ca
Collège Éducacentre Victoria	<ul style="list-style-type: none"> • Alberta • British Columbia • Yukon 	<input type="checkbox"/>	n/a	301-531 Yates St. Victoria, BC V8W 1K7 Tel: (250) 382-1310 Toll-Free: (866) 266-6613 Fax: (250) 382-1350 Email: jct@educacentre.ca
Fédération de la jeunesse canadienne française	<ul style="list-style-type: none"> • National • International 	<input type="checkbox"/> Summer Job	<input type="checkbox"/> (abroad only)	450 Rideau Street, Room 403 Ottawa, ON K1N 5Z4 Tel: (613) 562-4624 Fax: (613) 562-3995 Email: fjcf@fjcf.ca
		<input type="checkbox"/> Languages at Work		

YCW for Aboriginal Urban Youth

(Only for Aboriginal Friendship Centres)

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