

# The Winnipeg Foundation's Summer Internship Program (SIP)

SIP is designed to build on the voluntary sector experience high school students receive through the Youth in Philanthropy (YiP) program.

During SIP, interns gain meaningful summer employment and learn about the facets of a local charitable organization's operations, while the organizations increase their capacity to undertake short-term projects over eight weeks in the summer.



## PROGRAM SPECIFICS

- Successful host organizations receive a grant to cover the intern's wage and a modest administrative stipend.
- The Winnipeg Foundation staff matches successful intern applicants with positions at host organizations (matches are based on the needs of the organization, demands of the position, and the qualifications/interests of the intern).
- Host organizations are responsible for the training and mentorship of the intern.
- Host organizations must be part of the launch breakfast, as well as take part in a few site visits with the cohort of mentors and interns.
- Placements are 35 hours a week, Monday to Friday, with time off in lieu of over-time worked.
- Intern positions pay \$12.75 an hour plus Mandatory Employment Related Costs (Employment Insurance, Canada Pension Plan, Vacation Pay).
- Successful host organizations are notified at the end of May.

## ELIGIBILITY

(to host an intern, your organization must):

- Be a registered charitable organization.
- Have received a grant from The Winnipeg Foundation.
- Have a specific project for the intern to work on that will provide career-related experience and an introduction to the voluntary sector (note: the position must not result in the lay-off, reduction of hours or dismissal of current employees or volunteers, or replace employees who have been previously laid-off or dismissed).
- Designate staff member(s) to supervise the intern's work and provide dedicated mentorship.
- Be willing to host a group of interns, mentors, and The Winnipeg Foundation staff once during the summer for a tour and presentation of the intern's work.
- Submit a brief final report on the organization's experience with the program.

## HOW TO APPLY

- Applications open Monday, January 6, 2020 and are due by 4:30 pm, Friday, February 14, 2020.

Apply online at [wpgfdn.org/SIP](http://wpgfdn.org/SIP)

For further inquiries, please contact Aliya Mrochuk:  
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