

## APPLICANT'S GUIDE FOR MiHR'S GREEN JOBS PROGRAM

### About MiHR

The Mining Industry Human Resources Council (MiHR) is Canada's knowledge centre for mining labour market information. An independent, non-profit organization, MiHR leads collaboration among mining and exploration companies, organized labour, contractors, educational institutions, industry associations and Indigenous groups to identify opportunities and address the human resource and labour market challenges facing the Canadian minerals and metals sector.

### MiHR's Green Jobs Program

MiHR's Green Jobs Program helps job-ready youth gain relevant and meaningful work experience in mining through paid placements or training opportunities that focus on clean technology and innovation, and ultimately provide an environmental benefit to Canada. Placements are delivered through MiHR-approved hiring organizations whose work processes affect positive environmental outcomes.

Funding for this initiative is provided by the Government of Canada through Natural Resources Canada's Green Jobs – Science and Technology Internship Program. MiHR was selected as a delivery organization through a competitive process to engage 20 job-ready youth in placements by March 31, 2023.

The Green Jobs program is designed to help job-ready youth transition to long-term employment or to pursue additional studies, through work experience and mentorship provided by approved hiring organizations.

### Green placement definition

A green placement refers to a job within an organization that aims to protect the environment or within an organization that is interested in processes with positive environmental outcomes.

Positions that qualify for a wage subsidy are:

- Full-time, paid placements that provide relevant and meaningful experience in the minerals and metals sector under the supervision of experienced staff who act as mentors/coaches throughout the placement.
- Up to 12 months in duration.
- Related to processes with positive environmental outcomes that aim to protect the environment.
- Aligns with green economic sectors or industries or supports innovation and the use of green technologies and processes in the minerals and metals sector.

## Qualifying organizations

MiHR will provide 80% of participant's compensation to a maximum of \$25,000 for job-ready youth and maximum of \$32,000 for youth furthest from employment (Indigenous youth, youth in northern regions (Yukon, Northwest Territories, and Nunavut) and remote communities (a permanent or long-term (5 years or more) settlement with at least 10 dwellings that does not have year-round road access). Eligible employers must have an established payroll system, a well-developed training plan, and a process for supervising and mentoring participants. The organization applying must be Canadian-owned or a Canadian subsidiary, and in one of the following categories:

- Not-for-profit organizations (including voluntary organizations and foundations)
- For-profit organizations
- Indigenous organizations (including band councils, tribal councils and self-government entities)
- Provincial, territorial, regional and municipal governments, and their departments, agencies, institutions and Crown Corporations, where applicable
- Public health, educational and cultural organizations

## Eligibility criteria for participants

- Between the ages of 15 and 30 (inclusive) at the start of the placement
- Canadian Citizens, Permanent Residents or Protected Persons as defined by the Immigration & Refugee Protection Act
- Legally entitled to work in Canada
- Legally entitled to work according to relevant provincial/territorial legislation and regulations
- Unemployed, underemployed or a student *prior* to the start of the placement
- Not enrolled in school full-time (eligible if enrolled in part-time school)

## Program steps

**Step 1-** Complete and submit an application (available at [MiHR.ca](http://MiHR.ca)) seeking eligibility. You will hear back on whether you qualify as an eligible hiring organization and your placement meets the eligibility criteria within 10 days of submitting the application.

**Step 2 –** Promote your placement.

**Step 3-** Select a qualified job-ready youth who meets the participant eligibility criteria listed above.

**Step 4-** Have your company and the job-ready youth complete all necessary paperwork and the Gender Equity in Mining Works, Indigenous Awareness Training and Intercultural Awareness Training modules (available online, provided by MiHR).

**Step 5-** Provide documentation and invoice for payment of the placement subsidy of 80% up to a maximum of \$25,000 for job-ready youth and \$32,000 for youth furthest from employment (Indigenous youth, youth in northern regions (Yukon, Northwest Territories, and Nunavut) and remote communities (a permanent or long-term (5 years or more) settlement with at least 10 dwellings that does not have year-round road access).

**Step 6-** Complete the post-placement questionnaire to provide feedback on your Green Jobs placement experience.

To apply to MiHR's Green Jobs Program, please send your application to [jgraves@mihhr.ca](mailto:jgraves@mihhr.ca).

## FREQUENTLY ASKED QUESTIONS

### How does the process work?

Organizations meeting the eligibility criteria must submit application forms within the application deadline. MiHR will review all applications received. MiHR will contact all applicants within 10 business days of the application deadline to inform them if their organization has been approved.

Once an approved organization (now referred to as a hiring organization) has found a participant to fill the approved placement, MiHR will email the following documents:

- Hiring organization contract
- Participant contract
- Electronic Funds Transfer (EFT) form
- Participation Information Form to start the placement
- Specific compensation payment details

Hiring organizations will need to sign and send the agreement, signed participant information form (PIF), EFT form and void cheque.

### What information do employers need to provide on the application?

A detailed job description, training plan, recruitment plan, and participant compensation costs are required. Participant compensation costs include participant wages, MERC's (e.g., EI, CPP, vacation pay) as well as training and placement related costs.

### What information do employers need to include in the job description?

In addition to day-to-day responsibilities please ensure that your role description includes the environmental impact of the role. This is especially important in instances where the day-to-day responsibilities are not clearly environment-related.

### What do you define as full-time?

A full-time position is considered to be at least 30 hours per week. Rotational (fly-in-fly-out, or FIFO) jobs are considered full-time if the average weekly number of hours worked is at least 30 hours.

### How much money will my organization receive?

Eighty percent of a participant's compensation to a maximum of \$25,000 for job-ready youth and \$32,000 is available for youth furthest from employment (Indigenous youth, youth in northern regions (Yukon, Northwest Territories, and Nunavut) and remote communities (a permanent or long-term (5 years or more) settlement with at least 10 dwellings that does not have year-round road access).

### How long will it take to process my application?

We'll review your application and email you within 10 business days if you are approved. If the application is incomplete or unclear we will ask you to email us more information.

### Can employers hire a participant that has previously worked for the organization?

No, the participant cannot be a former employee of your organization.

### Can employers apply for more than one internship?

Yes, but each job opportunity requires a separate application.

### Are there exceptions to the eligibility requirements?

No. The eligibility requirements are set by Natural Resources Canada. and not by MiHR.

### What documentation do employers and participants need to provide at the end of the placement?

At the end of the placement, both the hiring organization and the participant will need to complete a post-placement questionnaire. The hiring organization will also be required to provide earnings statements or other documentation to support the final payment of the wage subsidy.