

Ontario Co-operative Association
Co-operative Internship Experience Program
 2010/2011: 2nd Intake Host Application

Organization Name:

Mailing Address:

Organization Contact:

Phone:

Ext.

E-mail:

Phone:

Intern Supervisor:

Fax:

Phone:

Website:

E-mail:

1. Are you a Member or Supporter of On Co-op? YES NO

2. What sector is your organization in?

3. Is your organization a (please circle one):

Co-op

Credit Union

Other (please specify):

4. Has your organization hosted an intern in the past? YES NO

5. If yes, please specify when: _____

6. Provide a brief description of your organization here, or attach a corporate brochure.

PLEASE NOTE THAT COMPLETION OF THIS APPLICATION FORM DOES NOT GUARANTEE THE HOST AN INTERNSHIP POSITION. You must submit one application for each intern you are requesting. We cannot guarantee that requests for multiple interns will be fulfilled. Please rank multiple requests in order of preference.

INTERNSHIP PROFILE

Job title:

Note: This title will be used for posting on On Co-op’s website, but may not be an exact match to that posted on the Job Bank, due to limitations/specifications on their website.

Basic Job/Task Description and Key Responsibilities:

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-
-
-
-
-
-

Note: A full job description is also required.

What key skills/knowledge will the intern learn and/or develop during the internship?

-
-
-

What kind of training, support and mentorship will be provided to the intern?

-
-
-

Office environment for intern:

Office Work from home Work in multiple locations Specify: _____

Other details of working conditions:

Own car required Some travel required Other: _____

Will intern position be located in one or multiple locations? One Multiple

If multiple, please specify: _____

Internship Area/Type of Work:

- | | |
|---|--|
| <input type="checkbox"/> Finance, Insurance | <input type="checkbox"/> Member Relations/Development |
| <input type="checkbox"/> Information Technology, Web Design | <input type="checkbox"/> Administrative, General |
| <input type="checkbox"/> Marketing, Communications, PR | <input type="checkbox"/> Retail, Sales, Customer Service |

- Public Affairs/Government Relations
- Co-op Development
- Community/Business Development
- Program Assistant/Development
- Environment
- Public Outreach/Education

- Youth Program Co-ordinator
- Special projects

Other: _____

Compensation:

Host contribution: \$ _____ /hour (minimum \$3/hour required) plus Service Canada stipend of \$10.25/hour

Payable Weekly Bi-weekly

Note: On Co-op reimburses hosts bi-weekly upon timely receipt of required paperwork.

Working Hours:

From: _____ to _____ (Monday to Friday)

Weekends required? YES NO Evenings required? YES NO

Service Canada/On Co-op does not reimburse hosts for more than 35 hours/week. Hosts are therefore responsible for paying interns for any overtime required and logged above this amount.

Skills Required: (please check all that apply)

Financial:

- Planning & Budgeting
- Accounting
- Introductory Finance
- Banking
- Insurance
- Investment & Security Analysis
- Other: _____

Administrative:

- Basic Office Skills
- Event/Meeting Planning
- Organizational
- Keyboarding
- Other: _____

Information Technology:

- Web Page Design
- Systems Analysis & Design
- Computer Programming
- Other: _____

Languages:

- English (Spoken / Written - please circle)
- French (Spoken / Written - please circle)
- Other: _____

Other:

Marketing/Communications:

- Advertising
- Public Relations
- Marketing Evaluation & Research
- Retail & Sales Marketing
- Fundraising
- Other: _____

Software:

- MS Windows 95/98/00/XP
- Macintosh
- Word-processing applications
- Spreadsheet applications
- Database management
- Other: _____

Communication Skills:

- Written
- Oral
- Presentation
- Research
- Relationship Building
- Customer Service
- Sales
- Other: _____

- Knowledge/Awareness of Co-op sector

Mentoring Program Participation:

To ensure mutual learning benefits for the host organizations and interns, we ask that each host organization participate in the mentoring program.

Will the person responsible for the intern(s) also act as a mentor? YES NO

If no, please complete the following information for the mentor

Name: _____ Position: _____

Phone: _____ E-mail: _____

IN order to be processed, please return your completed Host Application by **fax or email** to the Ontario Co-operative Association, and make sure to include a detailed internship Job Description (electronic version by email only). Your application will be numbered and job descriptions will be posted in order of being received...GOOD LUCK!

Contact Information:

Audrey Aczel, CIEP Project Manager
 450 Speedvale Ave. West, Suite #101
 Guelph, ON N1H 7Y6
 Tel: 519-763-8271, x.24 Toll Free: 1-888-745-5521 Fax: 519-763-7239
 Email: [aaczel@ontario.coop](mailto:aaczal@ontario.coop) Website: www.ontario.coop/interns