

**From:** [Sherry George](#)  
**To:** [Jason Kabel](#)  
**Subject:** FW: Internship Project Approval NOHFC 8502036  
**Date:** Monday, November 27, 2017 10:57:01 AM  
**Attachments:** [Verification Report \(EN\)NEW.doc](#)  
[NOHFC Internship ad template E - June 2014.doc](#)  
[Checklist.doc](#)  
[NOHFC Insurance Clauses.doc](#)

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Yes!

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**From:** Harris, Joey (MNDM) [mailto:Joey.Harris@ontario.ca]  
**Sent:** November 27, 2017 9:09 AM  
**To:** Sherry George <sgeorge@fortfrances.ca>  
**Cc:** Harris, Joey (MNDM) <Joey.Harris@ontario.ca>  
**Subject:** Internship Project Approval NOHFC 8502036

Hello Sherry,

Congratulations on the approval of funding for your **Community Engagement Coordinator Intern** position.

***Please quote NOHFC File Number 8502036 on all correspondence.***

You will be receiving a legal agreement directly from Northern Ontario Heritage Fund Corporation which will outline the conditions of the agreement. This email is to help you meet those conditions in advance.

Please note: there is no age restriction on this program.

**Candidate Criteria**

- University and college graduates who have graduated within the last three years from an accredited college or university. Candidates must be graduates of post-secondary degree or diploma programs.
- The position must provide the intern with first time employment in their field of study.
- Candidates are only eligible to participate in the internship program one time.
- Candidates must be legally entitled to work in Canada.

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**IMPORTANT – PLEASE READ**

**Please provide ALL of the following information as soon as a potential candidate has been identified:** - ***Please print attached Checklist and attach to front of package.***

**Insurance Requirements**

- Insurance Certificate (please see attached “NOHFC Insurance Clauses”)

document which can be provided to your insurance provider as a guide for completing the certificate).

### **Candidate Requirements**

- A **Verification Report** form (see *attached*) will need to be submitted to me with the required certification documents once you have identified a potential candidate.
- The Verification Report must **include** the following documents: the Post-Secondary Institute diploma or degree **and** a copy of the candidate's **resume**.
- Refer to the attached "checklist" to ensure all required documents are provided for candidate consideration.

***The candidate must be approved by your Project Officer before the first day of work in order to ensure that they meet the eligibility requirements of the program.***

***If your candidate is not approved, the wage remains the sole responsibility of the applicant.***

### **Job Posting**

- The NOHFC requires clients to use the NOHFC logo in job advertisements for youth internship positions. The specifics will vary as each position will be different, however the attached template will provide you with a guideline.

Please note that a copy and proof of the job posting **is** required.

**Please be advised that if a candidate is not approved by your Project Officer within 6 months from the date of the approval letter the file will be closed. If you are having difficulty hiring, please ensure to work with your Project Officer prior to the 6 month timeframe or you are at risk of your file being closed without further notice.**

**Please ensure that the ALL of the above noted information is submitted in one package.** *A candidate will not be reviewed unless all information is received.*

Please note that faxed correspondence is acceptable. Originals are not required.

If you have any questions, please do not hesitate to contact me.

Regards,

**Joey Harris**

Internship Program Coordinator

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**Ministry of Northern Development and Mines**

Regional Economic Development Branch

Sault Ste. Marie Area Team

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