



CLIMATESENSE GUIDELINES FOR HOST ORGANIZATIONS

ClimateSense is a climate change professional training and development program hosted by the University of Prince Edward Island and supported by the Government of Prince Edward Island. The ClimateSense Program supports the training and development of new and existing professionals so they can help organizations throughout Prince Edward Island understand and adapt to a changing climate.

ClimateSense is currently looking for organizations interested in hosting a recent post-secondary graduate for a six (6) to twelve (12) month internship, beginning in 2021. During this time, the intern will work on a climate change adaptation related project chosen by the host organization. ClimateSense will cover all or most of the costs associated with supporting the intern (depending on the type of organization). At minimum of 12 interns will be placed with organizations as part of the ClimateSense Program.

Program Details

Interested organizations must submit an application to the ClimateSense Program, describing a climate change adaptation related project they would like the intern to complete and identifying someone in their organization to supervise and mentor the intern. Intern placements may be between 6 to 12 months in length, depending on the needs of the host and the project requirements and must be completed on or before December 31, 2021. Host organizations may apply for more than one internship placement to support multiple projects or a single project that may require more than one intern.

ClimateSense will recruit, select, and match interns with interested organizations. The interns will be hired as employees of UPEI and will be subject to UPEI employment standards and policies.

Once placed with the host organization, the interns must complete the host's climate change adaptation related project. As well, interns and mentors must participate in climate change adaptation training and professional development offered or sponsored by ClimateSense.

Eligible Host Organizations include:

- Legal entities validly incorporated or registered in Prince Edward Island, including for-profit and not-for-profit organizations;
- Indigenous organizations and groups;
- Provincial or municipal governments and their departments and agencies

Funding:

ClimateSense will pay 100% of the interns' salary, to a maximum of \$25,000 for a 6 month placement, or \$50,000 for a 12 month placement when interns are placed with **not-for-profit entities, Indigenous organizations and groups, and governmental organizations.**

ClimateSense will pay up to 80% of the interns' salary, to a maximum of \$15,000 for a 6 month placement, or \$30,000 for a 12 month placement when interns are placed with a **private sector, for-profit organization.**

Hosts organizations are welcome to supplement the support ClimateSense provides to increase the salary of their intern. This could help host organizations attract an intern with a higher level of education (i.e. postgraduate) or professional designation equivalency. This is not a requirement.

Host Organization Responsibilities:

Successful host organizations will be expected to:

- pay 20% of the intern's salary (**private sector, for-profit organizations only**);
- assign a climate change adaptation-related project to the intern;
- assign a mentor to supervise the intern and ensure the mentor is available for 5-6 hours per week for supervising, working collaboratively, or attending training sessions with the intern;
- support the intern's participation in ClimateSense training and professional development opportunities;
- support the mentor's participation in applicable ClimateSense training and professional development opportunities;
- provide the intern with a dedicated workspace, computer and any other equipment as may be necessary for the duration of the placement;
- support an alternative working arrangement (i.e. work from home) if necessary, and as required by applicable public health orders;
- foster the integration of climate change considerations into the work environment;
- record and report cash and in-kind contributions to the program;
- participate in program evaluation; and
- liaise, as necessary, with the ClimateSense program to ensure efficient program delivery.

Criteria for Host Selection:

The ClimateSense Team will be responsible for the final selection of host organizations. Preference will be given to hosts organizations that:

- have a demonstrated commitment to employment equity that includes women, persons with disabilities, Indigenous people, racialized people, and other visible minorities;
- select a climate change adaptation-related project
 - aligned with the goals and objectives of the PEI Climate Action Plan 2018-2023 (<https://www.princeedwardisland.ca/en/information/environment-water-and-climate-change/climate-change-action-plan-2018-2023>) or the Prince Edward Island Climate Change Adaptation Recommendations Report (UPEI, 2017) (<http://projects.upei.ca/climate/2017/12/07/pei-climate-change-adaptation-recommendations-report-now-available/>);
 - focused on topics or sectors that have been underrepresented in past climate change research and initiatives (i.e., education, health and wellness, culture and heritage, and social development);
- partner with another organization(s) to share responsibility for hosting, mentoring, or supporting the intern and their project; and

- are willing to provide funding to support intern wages, above the minimum requirements (i.e., >0% for public and non-profit; >20% for private and for profit).

Assistance:

Organizations that require assistance in completing their application or identifying a suitable project can contact the ClimateSense program. A ClimateSense Team Member will be made available to help host organizations prepare their application and ensure it meets the objectives of the program.

For more information, please contact: Ross Dwyer, ClimateSense Project Manager: rdwyer@upei.ca