

# Project Learning Tree Canada Green Jobs Program – Guidance Document

## PROGRAM INFORMATION

### 2023 PLT Canada Green Jobs Funding

Project Learning Tree Canada (PLT Canada) is advancing environmental education, forest literacy and career pathways using trees and forests as windows on the world. Since 2018, PLT Canada, through the Sustainable Forestry Initiative (SFI) and Canadian Parks Council (CPC) networks, has supported over 7,000 youth in green jobs across Canada, reaching gender balance in our placements and consistently providing 15% of our green jobs to Indigenous youth. Providing youth with experiential learning through meaningful outdoor employment will help us grow leaders who understand the values and benefits from sustainably managed forests and the natural world. Together with our employer network, we are working to support green jobs for diverse youth across the country.

You are receiving this PLT Canada Green Jobs Guidance Document as your organization may be eligible to receive funding to support green jobs for youth from one of our current funding programs. **In 2023-2024, with support from Parks Canada, we will be supporting a limited number of green jobs with a goal of providing at least 50% of our green jobs to Diverse/Youth facing barriers including Indigenous, visible minorities, and rural youth, and youth living with disabilities** (full list of eligible youth facing barriers included on Page 2). For more details about the program eligibility please review the table below.

| Program                          | Funding Program Details   |
|----------------------------------|---|
| Program funding                  | PLT Canada Green Jobs (short-term)  |
| Funder                           | Parks Canada (Environment and Climate Change Canada) as part of the Youth Employment and Skills Strategy (from Employment and Social Development Canada (ESDC))   |
| Eligible jobs                    | Seasonal, short-term positions  |
| Timeline of placements/funding   | April 1, 2023 – February 28, 2024   |
| Duration of green jobs placement | 4-16 weeks (positions ending before February 28, 2024)  |
| Eligible hours per week          | Minimum 30 hours up to 37.5 hours per week  |
| Amount of funding available      | 50% wage-matching up to \$6,000 per youth (equal match to be provided by employer)  |
| Diversity goal                   | Minimum 50% of green jobs to Diverse/Youth facing barriers including Indigenous, visible minorities, and rural youth, and youth living with disabilities (full list of eligible youth included on Page 2)   |
| Eligible youth                   | <ul style="list-style-type: none"> <li>Between 15 to 30 years of age</li> <li>Either a Canadian citizen, Permanent Resident or holds a Refugee status</li> <li>Legally entitled to work in Canada</li> <li>Must be a new employee, meaning they have not previously worked for or been employed by the organization in any role, including a Green Job</li> </ul> |
| Number of jobs available         | Limited   |
| Stacking Limits                  | Jobs cannot be stacked with other ESDC funding programs but can be stacked with Provincial sources or other Federal Sources (that are not supported by ESDC)  |

If you need support in recruiting diverse/youth facing barriers consider watching our [Green Jobs Employer Diversity, Equity and Inclusion Webinars](#) or reaching out to us for additional support at [greenjobs@forests.org](mailto:greenjobs@forests.org). We are here to help you.

## PLT CANADA GREEN JOBS PROGRAM ELIGIBILITY

### Position Requirements:

- Positions must be 4 to 16 weeks in length;
- Positions must have a minimum of 30 hours per week and maximum 37.5 hours per week. Anytime worked beyond that is the employer's financial responsibility;
- Positions must occur between April 1, 2023, and February 28, 2024;
- Positions must be within the scope of a Green Job (within forest, parks, and conservation sector), if you are unsure if your position is eligible, please email [greenjobs@forests.org](mailto:greenjobs@forests.org) for guidance.

### Youth/Job Seeker Requirements:

- Youth must be aged 15-30 (inclusive) at time of intake;
- Youth must be Canadian citizens, permanent residents, or a protected person as defined by the Immigration and Refugee Protection Act;
- Youth must be legally entitled to work in Canada and legally entitled to work according to relevant provincial/territorial legislation and regulations;
- Youth must be a new employee in the organization, meaning they have not previously worked for or been employed by the organization in any role, including a Green Job;
- PLT Canada encourages all employers to support youth that may be facing barriers (if you need support with this please visit the resources section on Page 5 or reach out to [PLT Canada](#)). This may include:
  - **Indigenous youth** - Youth who self-identify as First Nations, Métis, Inuit and/or urban or non-affiliated Indigenous youth;
  - **Youth with disabilities** - Youth who self-identify as having a disability which includes: agility, hearing, mental health, developmental, intellectual, visual, motor skills, speaking, learning;
  - **Visible minority and racialized youth** – Refers to a person who belongs to a visible minority group as defined by the Employment Equity Act. The Employment Equity Act defines visible minorities as "A person in a visible minority group is someone (other than an Indigenous person as defined above) who is non-white in colour/race, regardless of place of birth")
  - **Youth living in rural or remote regions** - Refers to youth living in communities with populations below 25,000;
  - **Official language minority communities and populations** - Official language minority communities (OLMCs) are groups of people whose maternal or chosen official language is not the majority language in their province or territory – in other words, Anglophones in Quebec and Francophones outside of Quebec;
  - **Immigrant youth** - Refers to a recent immigrant who has lived in Canada less than 60 months (5 years); a refugee is person on whom refugee status has been conferred under the Immigration and Refugee Protection Act);
  - **Involuntary NEET** - Refers to youth not in Education, Employment, Training for at least 6 months;
  - **Youth who have not completed high school** - Refers to early leavers from high school;
  - **2SLGBTQI+** - Refers to youth who self identifies as lesbian, gay, bisexual, transgender, gender non-conforming, queer, two-spirit and others.

## Employer Requirements and Reporting:

- Employers **are required to** ensure youth create a job seeker profile on PLT Canada's [website](#) within 15 days of being hired as outlined in the Employer Agreement. Failure to complete the required job seeker account within a timely manner may result in funding being declined.

| Mandatory Employer Requirements  | Mandatory Youth/Job Seeker Requirements   |
|--|---|
| Employers <b>must</b> submit Job Application(s) on PLT Canada website to be approved for funding   | Youth <b>must</b> create a <a href="#">Job Seeker account</a> using their personal email address on PLT Canada's <a href="#">website</a> and fill in the 'Profile' section of the account within first 15 days of employment including the self-declaration information |
| Employer <b>must</b> match green job with Job Seeker account within first 15 days of the youth/job seeker's start date with the organization           | Youth <b>must</b> complete PLT Canada's <a href="#">Forest Quest</a> and receive the Forest Literacy Digital Credential before their PLTC funded position concludes, to be eligible for funding   |
| Employer <b>must</b> submit post-work reporting (i.e. uploading all paystubs of the youth's entire work term to PLT Canada's <a href="#">website</a> ) | Youth <b>must</b> fill and submit a survey sent by PLT Canada   |
| Employers <b>must</b> ensure Direct Deposit Details are submitted on their employer account under 'Company Information'                                |   |
| Employers <b>must</b> ensure youth complete PLT Canada's <a href="#">Forest Quest</a> before completion of their contract with PLT Canada              |   |
| Employers <b>must</b> complete the Employer Survey by completion of program to provide feedback on youth and overall program                           |   |

## PLT CANADA JOB APPLICATION INSTRUCTIONS

(Link to video tutorials - <https://pltcanada.org/en/employers/>)

### Job Seeker/ Youth: Steps to create a job seeker profile:

- Register and create an account as a Job Seeker using your personal email address on our [website](#).
- Complete all the red highlighted questions in the 'Profile' section of your account.
- Upload your resume.
- Your employer may ask for your 4 or 5-digit ID number. This number is found underneath your name when you login to your account.

### Employers: Steps to complete job application:

#### 1. **Steps to register as an employer-**

- Register and create an employer account for your organization on our [website](#).
- Allow 24 hours for organization profile to be verified and approved by PLT Canada.

#### 2. **Steps to submit job(s) for approval-**

- Log into your approved account on our [website](#).
- Click on "Create a New Job+ Apply for Funding" under "Our Jobs" on the dashboard on the left panel.
- Input all the information required to create the job posting(s).
- Complete your job information and submit and allow 24 – 48 hours for your job(s) to be approved for funding.

#### 3. **Steps to fill job(s) to receive reimbursement-**

- Log into the approved account on our [website](#) and click on "Job Postings" under "Our Jobs" from the dashboard on the left panel.
- Click on the "Pending" tab to see the approved job(s).
- Review the contract by clicking on "View Contract" and then click on "**Accept Contract**".
- Click on "**Publish Private**" (Recommended if you have already hired a youth for your green job) or "**Publish Public**" (Recommended if you have not yet found a youth for your green job).
- Click on "Open" Tab and then on the "Fill Job" drop down menu. Fill your job with the 4 or 5-digit unique Job Seeker ID number of your employee, or type in their name and select the youth from search results (In order for a job to be filled, the youth must register as a Job Seeker on our [website](#) and complete all the red highlighted questions in the "Profile" section of their account).
- Upload all the paystubs of the youth's/ job seeker's entire work term with PLT Canada by clicking on the "Reporting" drop-down menu.
- Update Direct Deposit Details on their employer account under 'Company Information' from the dashboard on the left panel.

### In order for your funding to be secured, employers must:

- Verify that position(s) are listed as "Filled" on the Job Postings page on your Employer Account,
- Ensure that the Youth/Job Seeker is eligible as per the eligibility requirements of the funding program (Please note, the job will only be paid after the youth is determined eligible) and;

- Ensure that each Youth/Job Seeker completes their job seeker registration using their personal email address, provides all required information, and registers as the selected employee for the Job, within 15 days of said Youth/Job Seeker starting work.

## PLT CANADA RESOURCES

Employers are encouraged to share the following resources with their green jobs youth to support them in developing meaningful green career pathways.

### Career Exploration:

#### Webinars:

- PLT Canada's Green Jobs are for Everyone– <https://pltcanada.org/en/resources-to-support-career-development/>
- Essential Skills for Job Seekers - <https://pltcanada.org/en/green-jobs/essential-skills-for-job-seekers-webinars/>

#### Resources:

- A Guide to Green Jobs in Canada – Voices of Indigenous Professionals - <https://pltcanada.org/en/product/a-guide-to-green-jobs-in-canada-voices-of-indigenous-professionals/>
- PLT Canada's Green Jobs Quiz - <https://pltcanada.org/en/green-jobs-quiz/>
- PLT Canada's Career Fact Sheets - <https://pltcanada.org/en/career-fact-sheets/>
- PLT Canada's Green Jobs Video Series - <https://pltcanada.org/en/green-jobs-video-series/>

#### Programs:

- PLT Canada's Green Mentor Program - <https://pltcanada.org/en/mentorship/>

### Forest Literacy Resources:

- Forest Quest - <https://pltcanada.org/en/forest-quest/>

### Employer Resources:

- Green Jobs Employer Diversity, Equity and Inclusion Webinars - <https://pltcanada.org/en/plt-canadas-green-jobs-employer-series/>