

First Work + RBC Career Launch Program



RBC Career Launch is back and First Work is now accepting applicants!

First Work is partnering with RBC again this year for an exclusive partnership to engage youth who are not in employment, education, or training (NEET). The RBC Career Launch Program was introduced in 2014 to address the challenges that young people face transitioning from school to work. This one-year paid internship serves to bridge the gap between school and work who are 24 years old or younger, by providing work-integrated learning experience, mentorship and opportunities to develop future skills.

Young people **without** a university or college education face challenges transitioning from school to work. RBC is keen on supporting these youth as well and will be allocating internship opportunities for youth between the ages of 18 to 24 who have a secondary school diploma for their upcoming 2021 cohort. First Work and RBC will be hosting a virtual information session for **eligible candidates** on Wednesday, January 13th 2021 at 2:00pm.

Three rotations with unique experiences



Rotation 1

Support RBC Clients

Build your communication, teamwork and customer relationship skills by supporting RBC clients.



Rotation 2

Support a Local Charity

Play a role in helping communities prosper while gaining insights into the vital work of our charitable partners.



Rotation 3

Support a Business Unit

Build on all that you've learned and contribute in one of RBC's functional areas (e.g., HR, Finance, IT, or Operations).



The 1-year position is remote and RBC provides mental health and other wraparound supports for throughout the duration of the placement. **Please note, internet access is required and technology (laptops) will not be provided. We recognize the barrier this poses for many of our youth, and we are leaning on our employment service providers to support the youth to access this opportunity.**

Recruitment Process

Candidates are required to be first screened by our member organizations ensuring youth meet all the eligibility criteria listed below and submit an application to First Work by January 15th at 5:00pm. First Work will then conduct the final screening before sending candidates forward to RBC for their application deadline of January 18th.

The deadline to submit eligible candidates to First Work through the below application is: **Friday, January 15th, 2021 by 5:00 PM EST.**

 895 Don Mills Road
2 Morneau Shepell Centre, 9th Floor
Toronto, ON M3C 1W3

 416.323.9557
 info@firstwork.org

 www.firstwork.org

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Ideal Candidate Profile

- Team-focused, collaborative and able to build strong relationships
- Eager to embrace new opportunities and acquire new skills
- Committed to quality work and consistently meeting task-oriented goals
- Excellent written and verbal communication skills
- Highly organized and dependable
- 3-4 years of work experience gained after graduating from high school, which could include seasonal, part-time, or full-time experience

Eligibility Criteria

- Aged 18 to 24 as of March 17, 2021
- Secondary School Diploma **only**
- No post-secondary education
- Previous work experience including any summer or part-time job and/or volunteer experience
- Legally entitled to work in Canada for the duration of the 1-year program (March 2021 – March 2022)
- Available to work in the following cities: Toronto, Ottawa, Barrie, Kingston, Oshawa/Whitby, Hamilton, Guelph, London, Oakville/ Burlington, Kitchener/ Waterloo, Calgary, Halifax, Moncton, St. John's, Charlottetown, Vancouver, Regina, Saskatoon, Montreal, Winnipeg
- Not currently employed by RBC
- Not the child of or under legal guardianship of an Executive or Managing Director at RBC on the date you apply
- Able to attend a virtual panel interview in February 2021
- RBC offers are conditional upon obtaining clearance in a series of checks including a Criminal Records Search, Credit, and Education

* Candidates must meet ALL the eligibility criteria listed

Next Steps

Candidates are required to be screened by our member organizations to ensure they meet all the eligibility criteria listed as well as submit the attached application. Please submit all applications with the subject line and document name "Name - Career Launch Program Application" to: **aspire@firstwork.org**

Register for the information session on **January 13th at 3:00pm**. Please note, this optional information session is for eligible candidates only as an opportunity to ask questions directly about the program.

The deadline to submit eligible candidates to First Work is: **Friday, January 15th by 5:00pm EST.**

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Please note, this partnership between RBC Career Launch and First Work is unique, and therefore the eligibility criteria above differ from the public recruitment for RBC Career Launch Program. This partnership with First Work gives those with additional education barriers an opportunity to participate in the program. If you have candidates who do not meet the eligibility requirement above, you may redirect those youth, particularly those with post-secondary degrees, to apply directly for RBC Career Launch Program through their public channels.

For additional information, please visit: <https://jobs.rbc.com/ca/en/CareerLaunch>

If you have any questions regarding the program and application process, please email: Carmine Chen at aspire@firstwork.org