



Canada
Summer Jobs
2024



Objectives

- Provide information on the Canada Summer Jobs (CSJ) program;
- Highlight key components of the program;
- Describe the eligibility criteria;
- Review the assessment criteria, including local priorities;
- Highlight key elements of the Application Form; and
- Review the process and timeframes.



YESS and CSJ – Overview

- The Youth Employment and Skills Strategy (YESS) is the Government of Canada's interdepartmental initiative to help young people, particularly those facing barriers to employment, get the information and gain the skills, work experience and abilities they need to make a successful transition into the labour market.
- At Employment and Social Development Canada (ESDC), the Youth Employment and Skills Strategy (YESS) consists of two programs:
 - YESS program; and,
 - Canada Summer Jobs (CSJ) program.



Key Components

- The program is open to:
 - Youth aged 15 to 30*, including those not in school, can apply for CSJ-funded jobs.
- It is easy to:
 - Apply for funding online via Grants and Contributions Online Services (GCOS).
 - A GCOS account is a one-time process and allows you to apply for CSJ and more funding opportunities with Employment and Social Development Canada in a secure web environment.
 - Hire youth through Job Bank:
 - All approved jobs are posted automatically on the Job Bank website (jobbank.gc.ca/youth) to help young people find jobs.



CSJ 2024 Parameters

- For 2024, CSJ offers full-time quality jobs over the summer months.
 - Jobs will take place over the summer period, starting as early as April 22, 2024, and will need to end by August 31, 2024*.
 - Jobs will need to be full time with a minimum of 30 hours a week and a minimum duration of 6 weeks.
 - **Quality jobs are considered to be 35 hours a week with a duration of 8 weeks.**



Local Priorities

- Local priorities are established for each constituency by participating Members of Parliament throughout the country.
- Local priorities take into account community services and local events, local labour market information, including sectors experiencing labour shortages, and national priorities.
- Projects that support local priorities will receive additional points during assessment.
- Local priorities by province, territory and by constituency are available online on the Canada Summer Jobs website.
- In cases where MPs have not submitted local priorities, employers will not be penalized during the assessment of their application.



National Priorities

National priorities are established to improve labour market outcomes for youth, including those facing unique barriers to employment. National priorities do this by prioritizing specific youth groups that are underrepresented in the labour market and by identifying sectors where there are current needs and future job opportunities.

1. Opportunities for youth with disabilities or with organizations that provide services to persons with disabilities;
2. Opportunities for youth that are underrepresented in the labour market, including:
 - Black and other racialized youth
 - Indigenous youth
 - 2SLGBTQI+ youth
3. Opportunities for youth in rural areas, remote communities, or Official Language Minority Communities;
4. Opportunities that provide exposure or experience related to the skilled trades which may include opportunities in the residential construction sector;
5. Opportunities related to sustainable jobs that support the protection of the environment or delivering positive environmental outcomes.



When and how to apply

- Employers can apply until **January 10, 2024, 11:59 p.m. Pacific Standard Time.**
- You can apply for Canada Summer Jobs through any of the following three ways:
 - Online using Grants and Contributions Online Services (GCOS) or the online fillable application form;
 - By mail;
 - In person.
- The **Applicant Guide** will help you to complete your application by specifying the information required and detailing the assessment criteria.



Grants and Contributions Online Services (GCOS)

Organizations interested in applying for funding under Canada Summer Jobs are encouraged to create an account through the Grants and Contributions Online Services (GCOS) portal.

GCOS allows you to:

- ✓ Apply for funding and track your application status for CSJ and other Employment and Social Development Canada programs;
- ✓ Save your application and finish it at any point in time before the Call for Application closes;
- ✓ Submit supporting documents;
- ✓ Set up a direct deposit;
- ✓ Access your account 24/7 from all mobile devices.



Eligible employers and funding levels

- Not-for-profit organizations: Eligible for up to 100% of the provincial or territorial minimum hourly wage and the associated Mandatory Employment Related Costs.
- Public-sector: Eligible for up to 50% of the provincial or territorial minimum hourly wage.
- Private-sector employers*: Eligible for up to 50% of the provincial or territorial minimum hourly wage.

*50 or fewer full-time employees across Canada at the time of application.



Eligible youth

- To be eligible, youth must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;

**International students are not eligible. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.*



Eligible Activities

Eligible projects must:

- Provide **full-time work experience** in Canada between **April 22, 2024** and **August 31, 2024** for a **minimum of 6 weeks** and a **maximum of 16 weeks**; and,
- Provide a work experience in an inclusive, non-discriminatory work environment that respects the legal rights of all Canadians.



Ineligible projects and activities

- Activities that take place outside of Canada;
- Activities that contribute to the provision of a personal service to the employer;
- Partisan political activities;
- Fundraising activities to cover salary costs for the youth participant;
- Projects or job activities that:
 - Restrict access to programs, services or employment, or otherwise discriminate, contrary to applicable laws, on the basis of prohibited grounds, including sex, genetic characteristics, religion, race, national or ethnic origin, colour, mental or physical disability, sexual orientation, or gender identity or expression;
 - Advocate intolerance, discrimination and/or prejudice;
 - Actively work to undermine or restrict a woman's access to sexual and reproductive health services.



Eligibility Criteria

Application must meet the following 15 eligibility requirements for the project to be considered eligible for funding. If a project does not meet all 15 eligibility requirements, it will not proceed for assessment.

1. **Application must be submitted before the deadline.**
2. **Attestation box must be checked.**
3. **Application must be complete.**
4. **Employer must be eligible.**
5. **Project activities must be eligible.**
6. **Job duration:** Must be between 6 and 16 consecutive weeks.
7. **Job hours:** Must be full-time (30 to 40 hours per week).



Eligibility Criteria (Continued)

8. **Other sources of funding:** You must declare whether you have applied, will apply, or have received funding from other sources for the job(s) requested.
9. **Salary:** The salary must respect minimum wage requirements in your province or territory.
10. **Money owing to the Government of Canada:** Your organization must declare any money owing to the Government of Canada.
11. **Health and safety:** You must demonstrate that you have implemented adequate measures to ensure youth awareness of health and safety practices in the work environment. Safety measures must relate to the type of work environment and specific job type and activities.
12. **Hiring practices and work environment:** You must demonstrate that you have implemented adequate measures to ensure that hiring practices and the work environment are free of harassment and discrimination.



Eligibility Criteria (Continued)

- 13. Supervision:** You must outline the supervision plan for the youth and proposed job activities.
- 14. Mentoring:** You must outline the mentoring plan for the youth.
- 15. Past results:** The Department will review all files associated with your organization to verify if there is documented evidence from previous agreements with the Department that would render your application ineligible (including but not limited to financial irregularities, health and safety concerns, past project default or other results). The Department may also review previous applications and all previous correspondence, including responses to requests for missing information or clarification, as part of this review process. The Department may also consult with the Canada Revenue Agency (CRA) on past financial irregularities.



Assessment criteria

- The **Assessment Criteria** are used to evaluate the quality of jobs in relation to the program objectives:
 - Provide quality work experiences for youth;
 - Provide youth with opportunity to develop and improve their skills;
 - Respond to national and local priorities to improve access to the labour market for youth who face unique barriers.



Assessment criteria (continued)

Quality of the work experience:

- Jobs that provide a salary above the provincial or territorial minimum wage;
- Employers who intend to retain the youth as an employee following the end of the CSJ agreement;
- Employers who provide quality supervision.

Provide youth with opportunities to develop skills:

- Employers who provide mentoring and skills development opportunities.

Respond to national and local priorities.



Key elements for applying

- Canada Revenue Agency business number (payroll deductions (RP) program account number if available);
- Employer type;
- Legal name;
- Employer contact person;
- Description of your organization's activities;
- Location of the proposed work activities;
- Workers compensation or equivalent liability insurance;
- Job details;
- Financial details;
- Attestation.



Key Dates

- **Application period:** the application period is open until **January 10, 2024 at 11:59 p.m. (PST)**. You can apply through any of the following three ways:
 - Online (Preferred);
 - In person;
 - By mail.
- **Earliest job start date: April 22, 2024.**



Questions?

- www.canada.ca/canada-summer-jobs.
- Email: W-T-SUMMER-ETE-GD@servicecanada.gc.ca
- Call: 1-800-935-5555 (ATS: 1-800-926-9105) Regional line: 1-800-548-2375
- Contact: [a Service Canada Centre](#)