



<https://www.internshipscanada.online/job/bdc-internship/>

BDC Internships 2023 / 2025 New Hiring

Description

BDC is seeking a dedicated and motivated individual to join our team as the BDC Internship Program Coordinator. This role is crucial in helping us identify, select, and support talented interns who will contribute to the growth and development of Canadian businesses. As the BDC Internship Program Coordinator, you will play a vital role in building a pipeline of future leaders by managing our internship program.

Responsibilities

1. Recruitment and Selection:

- Collaborate with various departments to identify internship opportunities and roles within BDC.
- Develop and implement recruitment strategies to attract top-tier candidates for BDC internships.
- Coordinate the selection process, including screening applications, conducting interviews, and making internship offers.

2. Onboarding and Orientation:

- Develop onboarding materials and processes to ensure smooth transitions for interns.
- Conduct orientation sessions to familiarize interns with BDC's mission, values, and expectations.

3. Internship Program Management:

- Oversee the day-to-day operations of the internship program, including monitoring intern performance and progress.
- Act as a point of contact for interns, providing support and guidance throughout their internship.
- Organize professional development opportunities, workshops, and networking events for interns.

4. Performance Evaluation:

- Collaborate with supervisors and mentors to evaluate intern performance and provide constructive feedback.
- Assist in the completion of performance evaluations and facilitate feedback sessions.

5. Documentation and Reporting:

- Maintain accurate records of intern details, including roles, performance, and program participation.
- Generate regular reports on the progress and outcomes of the internship program.

6. Continuous Improvement:

- Identify areas for program improvement and propose enhancements to ensure the program's effectiveness and relevance.
- Stay updated on industry best practices in internship program management and implement changes as necessary.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.

Hiring organization

Business Development Bank of Canada

Employment Type

Intern

Duration of employment

3 Months

Industry

Banking

Job Location

Montréal, Quebec, Canada, H2A,
Montréal, Quebec, Canada

Working Hours

09

Date posted

April 5, 2024

Valid through

30.10.2026

- Proven experience in program coordination or talent acquisition, with a preference for prior involvement in internship or co-op programs.
- Excellent communication and interpersonal skills.
- Strong organizational and project management abilities.
- Knowledge of best practices in talent acquisition and internship program management.
- A commitment to promoting diversity and inclusion in recruitment and talent development.

Job Benefits

1. **Competitive Compensation:** BDC offers competitive compensation packages to attract and retain top talent. The salary for the Internship Program Coordinator position will be commensurate with qualifications and experience.
2. **Professional Development:** You will have the opportunity to enhance your skills and gain experience in program coordination, talent acquisition, and talent development. BDC is committed to providing ongoing professional development opportunities for its employees.
3. **Networking Opportunities:** As the Internship Program Coordinator, you will have the chance to connect with a wide network of professionals both within BDC and the broader business community. You'll also be responsible for organizing networking events for interns, which can expand your own professional network.
4. **Health and Wellness:** BDC typically offers a comprehensive benefits package that includes health, dental, and vision coverage, as well as access to wellness programs and resources to support your overall well-being.
5. **Work-Life Balance:** BDC values work-life balance and promotes a healthy work environment. Depending on the location and the nature of the position, flexible work arrangements may be available, and BDC encourages employees to maintain a healthy work-life balance.
6. **Employee Assistance Program (EAP):** BDC often provides access to an Employee Assistance Program, which offers confidential counseling and support services for employees and their families.
7. **Retirement Savings:** BDC may offer retirement savings plans, such as a defined contribution pension plan or a group RRSP, to help employees plan for their financial future.
8. **Educational Assistance:** BDC may provide educational assistance programs to support employees' continued learning and career development.
9. **Diversity and Inclusion:** BDC is committed to promoting diversity and inclusion, and you will have the opportunity to work in an inclusive and respectful environment that values the unique contributions of each team member.
10. **Meaningful Work:** As the BDC Internship Program Coordinator, you will play a pivotal role in shaping the careers of talented interns and contribute to the growth and success of Canadian businesses. This role offers the satisfaction of knowing that your work has a positive impact on the business community and the Canadian economy.

Contacts

1. **Review the Job Posting:** Carefully read the job posting, paying close attention to the qualifications, responsibilities, and application requirements. Ensure that you meet the necessary qualifications for the role.
2. **Prepare Your Application Documents:**
 - **Resume:** Update your resume to highlight your relevant skills,

experience, and qualifications. Tailor your resume to the specific requirements of the BDC Internship Program Coordinator role.

- **Cover Letter:** Write a well-crafted cover letter that introduces yourself, expresses your interest in the position, and highlights how your skills and experience align with the job requirements.

3. Compose Your Email:

- Create a new email in your preferred email client.
- In the subject line, include the job title you're applying for, such as "Application for BDC Internship Program Coordinator – [Your Name]."
- In the body of the email, briefly introduce yourself and express your interest in the position.

4. Attach Your Application Documents:

- Attach your updated resume and cover letter to the email.
- Ensure the file names are clear and professional, e.g., "YourName_Resume.pdf" and "YourName_CoverLetter.pdf."

5. Send Your Application:

- Address the email to the designated HR contact or email address provided in the job posting. If no specific contact is listed, you can use a general HR email address or follow the instructions in the job posting.
- Double-check that you've attached all the required documents.

6. Compose a Professional Message:

- In the body of the email, briefly express your enthusiasm for the position and explain that your resume and cover letter are attached for their review.
- Thank the recipient for considering your application.

7. Proofread and Review: Before hitting send, carefully proofread your email, resume, and cover letter to ensure they are free of typos and grammatical errors.

8. Submit Your Application: Click "Send" to submit your application to the provided email address.

9. Application Deadline: Be mindful of the application deadline mentioned in the job posting. Ensure that your application is submitted before the specified deadline.

10. Follow-Up: After submitting your application, you may consider following up with a polite email a week or two after the application deadline to inquire about the status of your application.