



DRINKING WATER INTERNSHIP

Partnership Timeline: What to Expect

3 MONTHS+ PRIOR TO INTERNSHIP

Partner Onboarding Begins

- ☐ Kickoff Virtual Meetings
- ☐ Identify Participating Communities
- ☐ Recruit Local Coordinator (LC)
- ☐ Onboard LC
- ☐ Introduce Water First (WF) team
- ☐ Transition point person from Partnership Development Specialist to Project Manager (PM)/LC

2 MONTHS PRIOR TO INTERNSHIP

Intern Recruitment Begins

- ☐ PM visits community, including Water Treatment Plant, and meets with Operators
- ☐ Internship advertised
- ☐ Posting on community website, Facebook, etc.
- ☐ Applicant interviews with optional WF support

2 WEEKS PRIOR TO INTERNSHIP

Hiring Finalized

- ☐ Selected candidates sign contracts
- ☐ Complete HR paperwork
- ☐ Complete PPE Forms
- ☐ Intro Week travel prepared, including cheques

15 MONTHS

Internship Begins

- ☐ Interns complete 9 in-person workshops and weekly online learning modules
- ☐ LC assists in coordination of workshops and evaluations
- ☐ LC works with WF Comms for reporting on internship progress and successes
- ☐ In-community work placement
- ☐ Preparation for exams and certification
- ☐ Graduation upon completion of Class 1 Certification training!

POST-INTERNSHIP

Graduates Join Alumni Network

- ☐ WF Alumni Network opens for graduates
- ☐ Ongoing career development funding and support
- ☐ Mentorship opportunities
- ☐ Networking opportunities
- ☐ Stay connected and keep in touch