

**Work Experience Opportunities Grant
(WEOG) Communities of Practice
September 9, 2025
Introductions, Recruitment and
Expectations**

Welcome & Introductions

Meet the Team:

- **Danella Parks**– Director, Community Impact & Investments
- **Jenny Louie** – Specialist, Community Impact & Investment
- **Stacey Swarchuk**– Project Coordinator, Community Impact & Investment



United Way
British Columbia



Today's Agenda

- About WEOG & the CoP Purpose
- Deliverables & Expectations
- Pre & Post Surveys, Final Reports and Check-ins
- Resource & Communication
- Recruitment: Sharing Approaches & Challenges
- What's Coming Next
- Open floor for Q & A

Work Experience Opportunities Grant Overview

Part of StrongerBC: BC's Economic Recovery Plan, WEOG is delivered by United Way BC to support nonprofits and charities in creating short-term, paid work experiences for individuals facing employment barriers.

The program helps participants—particularly those on BC Employment and Assistance (BCEA) or federal equivalents—build skills for in-demand jobs, gain work readiness, and increase employability. By promoting inclusive employment across B.C., WEOG also strengthens local nonprofits and enhances community programs.

Funding provided by the Government of Canada and the Province of British Columbia.

Communities of Practice: Supporting Agencies & Participants

- Create collaborative spaces to connect, share knowledge, and learn.
- Support agencies with program start-up, equitable delivery, and impact reporting.
- Build participant career readiness through mentorship, resilience, and growth.
- Provide tools, guidance, and peer support for success during and beyond placements.

Suggested Communities of Practice (CoPs):

- **Employment Readiness (Participants):** Resume building, job readiness, financial literacy.
- **Career Connect (Participants):** Insights from Industry Leaders
- **Peer Support & Storytelling (Agencies):** Share challenges, promising practices, and impact.
- **Equity & Inclusion (Agencies):** Focus on inclusive and equitable practices.

Important Dates & Timeline

- **Placement Start Dates:** As stated on application
- **Pre-Placement Surveys:** To be completed before first placement begins
- **Post-Placement Surveys:** To be completed within one week after placement completion
- **Placements Must End By:** March 31, 2026
- **Deadline to Return Unspent Funds:** March 31, 2026
- **Final Evaluation:** Due one month after placement completion, or by April 30, 2026
(whichever comes first).
- **Final Report:** Due one month after placement completion, or by April 30, 2026
(whichever comes first).

Agency Checklist – Purpose & Overview

- **Pre-Placement:** Agencies confirm eligibility, prepare work experience descriptions, collect documentation, and complete pre-surveys.
- **During Placement:** Agencies provide structured, supervised work experience, monitor progress, attend Communities of Practice, and check in with UWBC as needed.
- **Post-Placement:** Agencies complete participant evaluations, surveys, and final reports, while sharing outcomes, stories, and documentation for audit purposes.

The checklist provides clarity for agencies, supports quality experiences for participants, and strengthens reporting to demonstrate the overall impact of WEOG.

Pre- and Post-Surveys: Purpose & Value

- Participants complete surveys before and after placements to capture their background, barriers, skills, and career goals, as well as growth in confidence, job readiness, and overall experience.
- Agencies complete surveys to assess organizational capacity, inclusive hiring practices, recruitment strategies, and, later, the program's impact on service delivery, workplace inclusion, and community benefits.
- Together, these surveys provide a before-and-after snapshot of outcomes, measuring progress for both participants and agencies.
- The feedback helps strengthen program delivery, highlight successes, identify areas for improvement, and demonstrate the impact of WEOG to funders and partners.

WEOG Check-Ins

Casual check-ins with the WEOG team will take place throughout the initiative, either virtually or in person. These sessions serve as a touchpoint to:

- See how agencies and participants are doing
- Offer insight, guidance, and support where needed
- Provide space to share successes, challenges, and stories with UWBC

Check-ins are meant to be supportive, flexible, and collaborative, helping ensure a positive experience for both agencies and participants.

Participant Evaluation Overview

Agencies are **required** to complete a participant evaluation for **each individual** upon the completion of their work experience placement.

The evaluation captures:

- **Hours Completed:** 200 / 240 hours (depending on intensity level) or specify partial completion and reason.
- **Eligibility Verification:** Confirm participant status (e.g., BCEA, PWD, PPMB) with supporting documentation.
- **Initiative Participation:** Record involvement in courses, workshops, volunteering, or community engagement.
- **Wrap Around Supports:** Note any supports provided (e.g., transportation, PPE, childcare).
- **Skill & Engagement Growth:** Assess development in communication, leadership, initiative, and confidence.
- **Future Employment Potential:** Indicate whether the participant would be considered for future opportunities.

Final Report – Agency Responsibility

As part of receiving WEOG funding, agencies are required to submit a **Final Report**. This report ensures accountability, captures impact, and supports future funding opportunities.

The Final Report includes:

- Initiative outcomes and participant demographics
- Services and supports provided
- Successes, challenges, and impact stories
- Financial summary and budget reconciliation

 **Due Date:** Within one month of placement completion (final deadline: *April 30, 2026*)

Your Go-To Hub for All Things WEOG

Visit the link below to access everything you need for the **Work Experience Opportunities Grant (WEOG)**:

- Initiative Guidelines
- FAQs
- WEOG Map – List of funded agencies and placements
- Key Resources and Updates

Everything in one place to help you stay informed and on track!

<https://uwbc.ca/program/work-experience-opportunities-grant/>

Branding & Communication

To ensure consistency and increase visibility of the Work Experience Opportunities Grant (WEOG), please follow the outlined branding and recognition requirements:

- Use Provided Logos & Templates in all WEOG-related materials
- Acknowledge Funders — United Way BC, the Province of BC, and the Government of Canada in promotional content (e.g., websites, job posts, social media, press releases)
- Submit Press Releases for approval before publication
- Follow Social Media Guidelines provided in the toolkit
- Stories chosen for sharing publicly require a release form signed by participant.

These steps help amplify the impact of WEOG and promote continued support for community-based initiatives.

Connecting Participants to Opportunity

- Actively recruit eligible participants for WEOG placements.
- Ensure recruitment is inclusive, transparent, and barrier-focused.
- Use outreach methods: community networks, social media, job boards, internal referrals, and partnerships (WorkBC, Indigenous groups, etc.).
- Apply provided branding templates and acknowledgment guidelines.
- Clearly communicate opportunities, eligibility, and available supports.

How to Word a WEOG Placement Posting

When posting a WEOG placement, please ensure the following:

- Use: **“Work Experience Placement – Description of Duties”** (not "Job Description")
- Add: **“Participants receive a stipend. This is not a wage or salary.”**
- Clearly state the **time frame** to highlight it’s a temporary placement
- Include the funding & eligibility line:

“This position is funded by the United Way Work Experience Opportunities Grant and is open to individuals who receive or are eligible for BCEA/PWD (or federal equivalent for on-reserve) and/or face barriers to employment.”

- Suggest participants seek **independent tax advice**

This helps avoid confusion and ensures compliance with WEOG guidelines.

WORK EXPERIENCE OPPORTUNITY POSTING

KITCHEN WORKER – PART-TIME, CASUAL POSITION WORK EXPERIENCE OPPORTUNITY

Work Experience Placement – Description of Duties

NOTE: This position is funded by the United Way Work Experience Opportunities Grant and is restricted to people who face barriers to employment – grant requirements detailed in the Qualifications section below.

Reporting to the Kitchen Supervisor/Manager, the Kitchen Worker will assist with daily kitchen operations, including food preparation, basic cooking tasks, dishwashing, cleaning and sanitizing kitchen equipment, and supporting the team in maintaining a safe and hygienic work environment.

Compensation and Work Experience Details

Note: This is a stipend and not a wage or salary.

As a United Way WEOG position, the compensation is set at **\$3,000 for 200 hours of work**, scheduled between September 2025–March 2026. This stipend will be paid in monthly installments.

WEOG Participant Verification

General Requirements

- Provide 1 document to confirm eligibility
- Must be dated within last 60 days
- Copy kept on file
- Help available through BC Income Assistance offices or Service BC

If receiving Income Assistance (BCEA):

- Cheque stub / direct deposit statement
- Confirmation letter from Ministry
- MySS screenshot (active BCEA)
- letter/referral

If receiving Disability, Hardship Assistance, or PPMB:

- PWD designation letter
- Monthly assistance statement
- MySS screenshot (PWD status)
- WorkBC or community org letter/referral

WEOG Participant Verification

Indigenous Assistance Verification

If receiving assistance from a Treaty First Nation or First Nation Administering Authority (ISC/INAC):

- Band Office or ISET program confirmation letter
- Recent cheque stub / direct deposit statement
- Case manager confirmation of active participation provided in a letter

Alternative Documentation

- Case-by-case review if standard docs aren't available
- Always **check with United Way BC first** before accepting other forms

Recap & Closing

WEOG Purpose: Meaningful work experiences that build skills, confidence, and belonging.

Agency Role: Recruit participants, provide placements, complete surveys and reports.

Key Deliverables: Pre & Post Surveys, Participant Evaluations, Final Report, Budget Reconciliation.

Support & Resources: Landing page, FAQs, guidelines, branding toolkit, Communities of Practice.

Important Timelines: Placements by Mar 31, 2026; Final Reports by Apr 30, 2026 (or 1 month after completion).

Shared Impact: Strengthen organizations while fostering inclusion, growth, and lasting connections.

Thank you for your time and interest in the
United Way BC Work Experience Opportunities Grant



We appreciate your commitment to creating inclusive
opportunities and supporting individuals across B.C. through
meaningful work experience.



This program is funded by the Government of Canada
and the Province of British Columbia.