

Project Learning Tree Canada Green Jobs Program Guidance Document

PROGRAM INFORMATION

2026 PLT Canada STIP Funding

Project Learning Tree Canada (PLT Canada) works to advance environmental education, forest literacy, and career pathways using trees and forests as windows on the world. Since 2018, PLT Canada, through the Sustainable Forestry Initiative (SFI) and Canadian Parks Council (CPC) networks, has supported over 8,700 youth in green jobs across Canada, reaching 50% women in our placements and consistently providing 15% of our green jobs to Indigenous youth. Experiential learning through meaningful employment will help us grow youth into leaders who understand the values and benefits from sustainably managed forests and the natural world. Together with our employer network, we are working to support green jobs for diverse youth across the country.

You are receiving this PLT Canada Green Jobs Guidance Document as your organization may be eligible to receive wage matching from our internship funding program. **In 2026-2027, with support from Natural Resources Canada, we are supporting over 50 green jobs, providing at least 60% of our green jobs to Employment Equity groups including Indigenous youth, Racialized youth, Women, Northern and Remote youth, and youth living with disabilities.** For more details about the program eligibility please review the table below.

Program	Funding Details & Requirements
Funding	Internship Funding Program (Long-term)
Funder	Science and Technology Internship Program (Natural Resources Canada)
Eligible jobs	Long term positions in the natural resources sector (energy, forestry, mining, critical minerals, earth sciences, and clean technology) including in STEM fields (science, technology, engineering and mathematics).
Timeline of placements/funding	April 1, 2026 – February 26, 2027
Duration of green jobs placement	16- 48 weeks (positions ending before February 26, 2027)
Eligible hours per week	Minimum 30 hours up to 37.5 hours per week
Amount of funding available	75% wage-matching up to \$25,000 for Indigenous, youth living with disability, and Northern or Remote youth and up to \$20,000 for Job ready youth, Women, or Racialized youth.
Diversity goal	Minimum 60% of green jobs to Employment Equity groups including Indigenous, racialized, women, Northern or Remote youth, and youth living with disabilities.
Eligible youth	- Between 15 to 30 years of age - Either a Canadian citizen, Permanent Resident or holds Refugee status - Legally entitled to work in Canada - Wage matches must be used for new employees or past employees in a new role or promoted position. - Employee's first day of work started on or after April 1, 2026
Stacking Limits	Stackable with other federal funding except through the Youth Employment and Skills Strategy (YESS under ESDC).

If you need support in recruiting youth facing barriers, consider watching our [Green Jobs Employer Diversity, Equity and Inclusion Webinars](#) or reaching out to us for additional support at greenjobs@forests.org. We are here to help you.

ELIGIBILITY REQUIREMENTS

Position Requirements:

- Positions must be 16- 48 weeks in length
- Positions must have a minimum of 30 hours per week and maximum 37.5 hours per week. Any time worked beyond that is the employer's financial responsibility
- Positions must occur between April 1, 2026, and February 26, 2027

Youth/Job Seeker Requirements:

- Youth must be aged 15-30 (inclusive) at time of intake
- Youth must be Canadian citizens, permanent residents, or a protected person as defined by the Immigration and Refugee Protection Act
- Youth must be legally entitled to work in Canada and legally entitled to work according to relevant provincial/territorial legislation and regulations
- Youth must be a **new** employee or past employee in a **new role** or promoted position;
- **Youth must not be a student**
- PLT Canada encourages all employers to support youth that may be facing barriers (if you need support with this please visit the resources section at the end of this document or reach out to PLT Canada). This may include:
 - **Indigenous youth** - Indigenous Peoples include those who may identify as First Nations (status and non-status), Métis, Inuit, and any related identities;
 - **Youth with disabilities** - Youth who self-identify as having a disability which includes: agility, hearing, mental health, developmental, intellectual, visual, motor skills, speaking, learning. A person living with a disability is a person with any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment – or a functional limitation – whether permanent, temporary, or episodic in nature, evident or not, that in interaction with a barrier hinders a person's full and equal participation in society;
 - **Youth living in Northern or Remote regions** – Northern refers to youth living in Yukon, Northwest Territories, and Nunavut and Remote refers to a permanent or long-term (5 years or more) settlement with at least 10 dwellings that does not have year-round road access.
 - **Women**– Youth who self-identify as women;
 - **Visible minority and racialized youth** (previously "Visible Minority Youth") – Racialized youth are a group of people categorized according to ethnic/cultural characteristics and subjected to structural discrimination.

Employer Requirements and Reporting:

- Employers **are required to** ensure youth create a job seeker profile via the instructions on the next page within 15 days of being hired as outlined in the Employer Agreement. Failure to complete the required job seeker account within a timely manner may result in funding being declined.
- We hope to count on collaboration with employers to encourage their youth employees to complete their job seeker profiles and **confirm the diversity category** the youth self identifies under before the job is approved.
- Employers will be approved for funding amounts that corresponds with information submitted in their application, based on weeks and hours worked, and hourly wage. If additional funding is available above this estimated amount, the employer will be notified.

Mandatory Employer Requirements	Mandatory Youth/Job Seeker Requirements
Employers must submit Job Application(s) on PLT Canada website to be approved for funding.	Youth must create a Job Seeker account via the instructions on the next page and fill in all of the required information within first 15 days of employment including the self-declaration information.
Employer must match green job with Job Seeker account within first 15 days of the youth/job seeker's start date with the organization.	Youth must fill and submit a survey sent by PLT Canada.
Employer must submit post-work reporting (i.e. uploading all paystubs of the youth's entire work term to PLT Canada's website).	Youth are encouraged attend a PLT Canada virtual training session and explore the resources at the end of this document.
Employers must ensure Direct Deposit Details are submitted on their employer account.	
Employers must complete the Employer Survey by completion of program to provide feedback on youth and overall program.	
Employers must ensure youth fill out youth survey before the end of the placement.	
Employers are encouraged to watch the employer trainings and explore the resources at the end of this document.	

PLT CANADA JOB APPLICATION INSTRUCTIONS

Employers: Steps to create a profile and complete a job application

PLT Canada has a new Green Jobs portal—please follow the instructions below to create a new account and submit job postings for review

Steps to register as an employer

1. **New and existing employers must complete the form** on <https://pltcanada.org/en/employers/> to create an account on our new portal and apply for funding. Allow up to 5 business days for an organization profile to be verified and approved by PLT Canada and receive sign in details.
 2. Once you have received your sign in details, **sign in** to the [Career Pathways Portal](#).
 3. At the top of the page, click the **"Profile"** dropdown menu and select **"Company Profile."**
 4. Review your organization's details under **My Organization**, including:
 - Account name
 - Description
 - Billing address
 - Phone number
 - Banking/payment information
 5. To review your personal details, return to the **"Profile"** dropdown and select **"My Profile."**
 6. Ensure all info is accurate.
- *If any updates are needed, please contact pltcanada@forests.org for assistance.**

Steps to submit job(s) for approval

1. Sign in to the [Career Pathways](#) portal.
2. At the top of the page, click on the **"Green Jobs"** drop down menu and select the **"Jobs"** tab.
3. Click the **"Add New Job Post"** button on right hand side. Enter posting details and click save and continue. Then add the Job Description, start and end date, and click save and continue.
4. **Add the location** for the job(s) in the new job post. You can find the existing locations listed for your organization under the **Sites** tab.
5. Review job posting and click **"Submit for Approval"** for PLT Canada staff to approve. PLT Canada will approve jobs or reach out by email if further details are needed. Allow up to 5 business days for your job(s) to be reviewed.
6. **NEW: Add or invite your job seeker before the job posting is approved.** Once you submit your job posting for approval, it will be saved under the **"Jobs"** tab. You can go back in and click on your job post, and you will see a tab at the top called **"Job Seeker."** You can either enter their Job Seeker ID number if they already have one, or invite them to make a profile by adding their name and email address.
7. Once your job seeker sends you their job seeker ID, go back into the job post, and under job seeker tab, click **"Yes"** I have a job seeker ID, enter **job seeker ID** and click **"Add Job Seeker"** This will then populate the job seeker field in the job post section.
8. Once the job is approved, click on the **"Green Jobs"** drop down menu and select the **"Jobs"** tab. You will see a list of all your submitted and approved jobs.
9. Click on your approved job under **"Job Posting Name."** You will see the job post status as Open.
10. Review the generated contract as soon as it appears on the job record.
11. Follow the instructions to sign and/or upload the required contract file(s). Staff will also email you when it's ready.

Steps to fill job(s) to receive reimbursement

1. After the job is finished, sign in to the [Career Pathways](#) Portal. Click on the “**Paystubs**” Tab under each job post and **upload** the first and last pay stubs of the job seeker if they have year-to-date earning tracked. If not, submit **all paystubs** to the Career Pathway Portal.

Note: If employment falls between two years (2026/2027), include the first and last pay stubs for each year.

2. To update Direct Deposit Details in the [Career Pathways](#) Portal, click the “**Profile**” dropdown menu and select “**Company Profile,**” and add banking details.

Youth/Job Seeker: Steps to create a job seeker profile

1. Once your employer invites you to make a profile, you will receive an email from **Career Pathways** with a link to set a new password and complete profile. Please check your junk/spam folder if you haven’t received in 24 hours.
2. Once you log-in with link. At the top of the page you will see profile- add job seeker. Complete all questions in your job seeker profile, including employment details, self-identification, and sign off.
3. You can then click on your Profile tab and you will see your unique Job Seeker ID.
4. Keep and share the Job Seeker ID with your employer so they can match you to the correct job post.
5. Review “My Matched Jobs” for matched job and company details.

For help, contact greenjobs@forests.org.

PLT CANADA RESOURCES

Employers are encouraged to share the following resources with their green jobs youth to support them in developing meaningful green career pathways.

Job Seeker Resources

Webinars

- Upcoming Webinars and Events: <https://pltcanada.org/en/events/>
- Training Recordings: <https://pltcanada.org/en/past-events/>
- PLT Canada's Green Jobs are for Everyone workshop series: <https://pltcanada.org/en/past-events/green-jobs-are-for-everyone/>
- Essential Skills for Job Seekers: <https://pltcanada.org/en/green-jobs/essential-skills-for-job-seekers-webinars/>

Written Materials

- A Guide to Green Jobs in Canada – Voices of Indigenous Professionals: <https://pltcanada.org/en/product/a-guide-to-green-jobs-in-canada-voices-of-indigenous-professionals/>
- Career Fact Sheets: <https://pltcanada.org/en/career-fact-sheets/>
- Green Jobs Video Series: <https://pltcanada.org/en/green-jobs-video-series/>
- Forest Quest: <https://pltcanada.org/en/forest-quest/>

Programs

- PLT Canada's Green Mentor Program: <https://pltcanada.org/en/mentorship/>
<https://pltcanada.org/en/forest-quest/>

Employer Resources

- Green Jobs Employer Diversity, Equity and Inclusion Webinars: <https://pltcanada.org/en/plt-canadas-green-jobs-employer-series/>

Welcome Aboard! Fostering Success for Green Jobs Youth in a Welcoming Workplace:
<https://pltcanada.org/en/past-events/fostering-success-in-a-welcoming-workplace/>