



# STUDENTS ON ICE

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## COMMUNICATIONS INTERN (Paid)

The Students on Ice (SOI) Foundation is an award-winning organization that has led more than 30 expeditions to the Arctic and Antarctic—journneys we often refer to as the Greatest Classrooms on Earth. Founded in 2000, the SOI Foundation is based on the principle that we are driven by the personal connections that we make to the land and to one another and these connections foster a deeper understanding of and commitment to a healthy and sustainable future.

Experiential education in the Polar Regions is SOI's core program and key to bridging cultures and learning first-hand about climate change, ocean conservation, reconciliation and other pressing topics. Beyond expedition, the SOI Foundation connects people, organizations, and funding around ideas, initiatives and programs related to the Polar Regions.

### Position Summary

The SOI Foundation is looking for a Communications Intern to provide Communications support for the 2018 Arctic Expedition. Our ideal candidate enjoys collaborating with a small team, has the ability to manage multiple projects while meeting deadlines, is self-motivated, creative and passionate about the Polar Regions, education and youth engagement. This opportunity will expose the successful candidate to a wide array of communications platforms and outreach initiatives.

The position of Communications Intern is for a paid 4-month summer contract during the months of May-August. Based at the SOI Foundation office in Gatineau, QC (in the Ottawa area) the Communications Intern reports to the Manager of Communications and Media Relations.

Hours: 8 hours per day, 40 hours per week, Monday to Friday

\* Work on weekends and some overtime hours may be required closer to and during the 2018 Arctic Expedition.

### Responsibilities:

- Contribute to the SOI Foundation's 2018 Arctic Expedition social media strategy;
- Help create content and engage on SOI's social media platforms (Facebook, Twitter and Instagram) to grow the Foundation's network, support expedition participants, alumni and partners and promote the upcoming expedition, outreach initiatives, and legacy projects resulting from the recent Canada C3 expedition
- Update the 2018 Arctic Expedition web pages (Wordpress)

Natural Heritage Campus | 1740 Pink Road | Gatineau, Quebec, Canada J9J 3N7

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[www.studentsonice.com](http://www.studentsonice.com)

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- Contribute to the planning and execution of the End of Expedition celebratory event
- Update the Foundation's photo library through Lightroom
- Monitor and provide analytical reports on web, social media and earned media
- Assist the Manager of Media and Communications with the development of media materials and outreach
- Support media requests
- Engage with and support SOI's global SOI alumni community through media campaigns
- Logistical and administrative support in the lead-up to Expedition

## Skills And Qualifications:

- Experience developing a variety of content (photo, video, blog) for social media and web, and engaging with an online community;
- Proficiency in Microsoft Office Excel, Word and PPT
- Experience with WordPress, MailChimp and Salesforce an asset
- Experience using Adobe CC programs (Lightroom/ Illustrator/ InDesign, Photoshop) an asset
- Bilingualism (Spoken and written) an asset

## Character Profile

- Self-starter demonstrating a strong capacity to work independently and collaboratively;
- Organized and efficient multi-tasker with great attention to detail;
- Must demonstrate flexibility, initiative, good judgment, consideration and professionalism
- Great communicator with excellent verbal and written communication skills;
- Knowledge of, and experience with, the Canadian Arctic and Inuit culture an asset;
- An alumna/alumnus of Students on Ice is an asset;
- Outgoing, positive attitude with excellent interpersonal skills and a commitment to teamwork.

Please send your cover letter and resume to [media@studentsonice.com](mailto:media@studentsonice.com). The deadline to apply is April 22, 2018.

The Students on Ice Foundation is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates.

We thank all those that apply but only those selected for an interview will be contacted.

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