

## Alumni Program Coordinator

The Students on Ice (SOI) Foundation was established in 2000 with the mandate to educate the world's youth about the importance of the Polar Regions, to support their continued growth and to inspire initiatives that contribute to global sustainability. Since inception, SOI has taken over 2700 students and staff on its award-winning educational expeditions to the Polar Regions.

These 2700 students and staff make up the SOI alumni, a diverse group of individuals of all ages, from around the world. The Students on Ice Alumni Program responds to the needs of alumni by supporting them in their personal and professional development goals and fostering their ability to be change-makers in their communities. The Alumni Program is driven in partnership with the Alumni Council, ensuring a program that is for alumni, by alumni.

### Job Description

The Alumni Program Coordinator is responsible for supporting the alumni community and distributing relevant opportunities, news and knowledge among alumni. The Alumni Program Team also features alumni, their initiatives and achievements in SOI's networks and fosters the continuous development of the program.

This position works collaboratively with other members of the Alumni Program Team and reports to the Education and Alumni Program Manager.

This is a contract position at the Students on Ice office in Gatineau, QC (in the Ottawa area).

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

### Key Responsibilities

- Establish and maintain positive relationships with members of the Students on Ice alumni community through social media, phone calls, and email
- Assess alumni needs and how the SOI Alumni Program can help support those needs
- Profile and celebrate alumni achievements in all of our digital platforms and communication channels - writing stories and blog posts, sharing links, or through other means
- Generate content and research resources to share with alumni in SOI's digital platforms
- Share and promote various external opportunities, including but not limited to jobs, scholarships, and conferences, to targeted alumni
- Engage alumni in various internal opportunities, including but not limited to Micro Grants, conference delegations, and Alumni Chapters
  - Particular focus and engagement with Northern alumni to support community involvement and engagement
- Participate as part of the review committee for the SOI Micro Grant applicants
- Maintain accurate and up to date alumni data in the database
- Promote online discussions among alumni as appropriate



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- Contribute to discussions about and plans for future development of the Alumni Program

**Skills and Qualifications:**

- Strong interpersonal skills;
- Great communicator with excellent verbal and written communication skills, demonstrated ability writing and curating online content;
- Self-starter demonstrating a strong capacity to work independently and collaboratively;
- Organized and efficient multi-tasker with great attention to detail;
- Excellent problem solver;
- Adaptable to change, diplomatic and patient with a positive outlook;
- Openness and inclusivity approach to all communication;
- Bilingual (an asset);
- SOIF alumnus (an asset);
- Knowledge of Salesforce (an asset) or willingness and aptitude to learn new software.

Please send your application and cover letter to [alumni@studentsonice.com](mailto:alumni@studentsonice.com). The deadline to apply is **May 30, 2018**.

Students on Ice 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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