



STUDENTS ON ICE

FOUNDATION • FONDATION

EMPLOYMENT OPPORTUNITY: Expedition Coordinator

About Students on Ice

The Students on Ice (SOI) Foundation is an award-winning organization that has led more than 30 expeditions to the Arctic and Antarctic - journeys we often refer to as taking place in 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 sustainability.

Position Summary

The Expedition Coordinator is responsible for coordinating key elements of SOI's expedition programs. Working in collaboration with the Education Program Coordinator, the Expedition Coordinator supports SOI's Expedition Managers in the student and staff intake process, participant logistics, permitting, program delivery, and managing an expedition intern.

The position of Expedition Coordinator is a 1-year paid contract starting January 02, 2019 with the possibility for extension. Based at the SOI Foundation office in Gatineau, QC (in the Ottawa area) the Expedition Coordinator is a member of the SOIF Expedition Team and reports to the Expedition Logistics Manager.

Key tasks and responsibilities:

- Oversee a successful student intake process:
 - Support student applicants during the application process, including applications for scholarships;
 - Support the selection process of independent students;
 - Ensure all applications are processed and reviewed appropriately;
 - Support scholarship funding partners in selecting scholarship recipients.

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

t 819-827-3300 | tf 1-866-336-6423 | f 819-827-9951

www.studentsonice.com



STUDENTS ON ICE

FOUNDATION • FONDATION

- Coordinate all participant logistics:
 - Ensure the successful registration of all students and staff;
 - Ensure integrity of participant and staff registration data in SOI's Salesforce database;
 - Manage all travel arrangements for scholarship students and staff, including any necessary overnight arrangements;
 - Provide support to participants requiring passports and visas for travel when required.
- Apply for, obtain, and report on all required permits from the relevant Canadian and international authorities as they pertain to the expedition itinerary and community visits;
- Manage the selection and hiring process for a summer intern, including overseeing a four month work plan;
- Coordinate the development and execution of the Ottawa-based program pre- and post expedition;
- Coordinate post-expedition wrap-up and support possible legacy projects;
- Respond to inquiries regarding SOI's Expedition Programs.

Qualifications

- A College or University Degree
- Minimum of 3 years' relevant work experience in logistics, organizing and delivering student programs, event management and/or project management;
- Strong project management skills demonstrating ability to prioritize, coordinate, delegate, and meet deadlines on multiple assignments
- Experience managing and supporting junior staff
- Experience working in the travel industry an asset (ex: organizing itineraries for group travel, booking travel and accommodations, etc.)
- Knowledge of, and experience working with Salesforce an asset

Character profile & Key competencies

- Self-starter with an entrepreneurial spirit demonstrating a strong capacity to work independently and collaboratively, under limited supervision;
- Organized and efficient multi-tasker with great attention to detail;
- Solutions-oriented problem solver who knows the right balance between tenacity and creativity;

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

t 819-827-3300 | tf 1-866-336-6423 | f 819-827-9951

www.studentsonice.com



STUDENTS ON ICE

FOUNDATION • FONDATION

- People person with effective and demonstrated interpersonal and relationship building skills;
- Proficient and practiced communicator with excellent verbal and written communication skills (including professional writing and public speaking). Abilities in French and other languages are an asset;
- Adaptable to change, diplomatic and patient with a positive outlook;
- Knowledge of, and experience with, the Canadian Arctic and Inuit culture an asset.

SOI's Offer

SOI offers a dynamic team environment, an exciting international network of alumni, a strong partnership network and state-of-the-art expedition education programs. Additionally, SOI offers a competitive salary and benefits package.

Application Process

To apply for this exciting position with a great organization, please email your resume and cover letter to apply@studentsonice.com by no later than **October 15th at 8am EST**.

SOI offers an inclusive work environment and we encourage and welcome applications from Indigenous peoples, members of a visible minority group, and people living with disabilities.

While we thank all applicants, only those selected for an interview will be contacted. Thank you so much for your interest in Students on Ice!

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

t 819-827-3300 | tf 1-866-336-6423 | f 819-827-9951

www.studentsonice.com

DISCOVER • UNDERSTAND • CONNECT • INSPIRE • CHANGE