



## STUDENTS ON ICE

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### Employment Opportunity:

## Expedition Intern

To support SOI's 2019 Arctic Expedition

### About SOI's 2019 Arctic Expedition

The Students on Ice 2019 Arctic Expedition will be a profound hands-on experience for youth to expand their knowledge of the circumpolar world, foster a new understanding and respect for the people and places of the Polar Regions, and encourage an innovative and collaborative approach to building a sustainable future. Our ship-based expedition will bring together 125 international secondary and post-secondary students with a staff team of 100 inspiring scientists, elders, educators, artists, musicians, CEO's, dignitaries, journalists, authors and innovators.

Students on Ice Expeditions contribute to environmental sustainability by educating the world's youth about the importance of the Polar Regions, and providing them the necessary to contribute to initiatives and ideas that support positive change and global sustainability. On the expeditions, SOI consults with an expert team of marine biologists, botanists, birders, Inuit guides in order to preserve and protect the areas visited, educate youth about environmental sustainability and impact, and cause no environmental damage to land, water, flora and fauna.

### Position Summary

The Expedition Intern will work alongside the Expedition Team, be mentored by the Expedition Coordinator, and will report to the Expedition Managers. Within this team, the Expedition Intern will assist with planning, and contribute to the smooth preparations and successful execution of SOI's 2019 Arctic Expedition, as an integral member of the Home Team at SOI HQ. This position is part of the Green Spaces programme through the United Nations Association of Canada.

This is a full-time position at the Students on Ice office in Gatineau, QC (in the Ottawa area). While all applications are welcome, preference will be given to Students on Ice alumni.

- Term: May 01 to August 20th, 2019 (16 weeks, exact dates to be determined)
  - Hours: 8 hours per day, 40 hours per week, Monday to Friday\*
  - Wage: \$1160 bi-weekly
- \* Work on weekends and overtime hours will be required closer to expedition dates and during the expedition period between July 21 and August 07, 2019

### Key Responsibilities

- Work with numerous teams in the SOI office to assist with expedition logistics. This includes, but is not limited to; working with the Expedition Team to correspond with participants and parents, oversee the registration process, book travel arrangements for students and staff, and organize/pack expedition inventory;

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

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- Contribute to the execution of the pre-expedition program in Ottawa and provide in-office support during the expedition period by liaising with expedition management team on the ship;
- Assist the Alumni and Communications teams with the Alumni Portal and participant outreach activities, respectively; and helping the Programs and Partnerships team with expedition statistics/reporting;
- Prepare for, and oversee, expedition wrap up. This includes supporting the post-expedition program, unpacking expedition gear and inventory, organizing materials for expedition archives, and preparing post-expedition reports to be submitted to funding partners.

### Eligibility

- Students between the ages of 15 and 30. Eligible participants must have been a student in the previous academic year and intend to return to school in the upcoming academic year.

### Character Profile

- Self-starter demonstrating a strong capacity to work independently and collaboratively in an office-setting;
- Organized and efficient multi-tasker with great attention to detail;
- Excellent problem solver that welcomes new tasks and challenges;
- Great communicator with excellent verbal and written communication skills in a professional context;
- People-person with effective and demonstrated interpersonal skills;
- Adaptable to change, diplomatic and patient with a positive outlook;
- Knowledge of, and experience with, the Canadian Arctic and Inuit culture an asset.

### Application Process

To apply for this exciting position, please email your resume and cover letter no later than February 11, 2019 at 11:59pm EST to the attention of Savannah Hallworth at [apply@studentsonice.com](mailto:apply@studentsonice.com).

Thank you so much for your interest in working with Students on Ice!

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