



**STUDENTS ON ICE**  
FOUNDATION · FONDATION

## **Blue Futures Pathways Program Manager Job Description**

### **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 - experiences 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 that these connections foster a deeper understanding of and commitment to a healthy and sustainable future. SOI believes experiential education is key to bridging cultures and learning first-hand about climate change, ocean conservation, reconciliation and other pressing topics. Beyond expeditions, the SOI Foundation connects people, organizations, and funding around ideas, initiatives and programs related to sustainability.

Blue Futures Pathways (BFP) aims to connect youth across Canada with education, employment and funding opportunities that inspire and support them in developing a successful career in the emerging Sustainable Blue Economy. The scope includes ocean and freshwater, and at the heart of the SOI Foundation's mandate, a focus on under-represented, remotely located, and Indigenous youth. Blue Futures Pathways is a new SOI Foundation program being rolled out in a series of Phases. Phase I involved a pan-Canadian Landscape Analysis exploring the gaps and opportunities for youth in the emerging Sustainable Blue Economy. Phase II will be implemented in collaboration with key partners, and will involve the creation of a digital platform (the Port) as well as the development and implementation of a series of tools and pilot projects to educate, engage and retain youth in Sustainable Blue Economy careers.

### **Position Summary**

Reporting to the Team Lead, the Blue Futures Pathways Program Manager will work in collaboration with other Blue Futures Pathways team members to manage the day-to-day running of the Blue Futures Pathways Program. The Blue Futures Pathways Program Manager will be responsible for maintaining external partnerships; overseeing the development and sharing of appropriate educational resources; coordinating the development and implementation of a series of pilot projects; managing remote Blue Futures Pathways Coordinators, ensuring a timely and smooth-running program and overseeing day-to-day tasks and deliverables in coordination with other Blue Futures Pathways team members.

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**Key tasks and responsibilities of the Blue Futures Pathways Program Manager include:**

- **Maintain and manage external partnerships (40%)**
  - Maintain strong external partnerships;
  - Manage development of educational materials;
  - Co-develop and oversee pilot workforce projects;
  - Co-develop training sessions;
  - Co-develop a mentorship program;
  - Oversee timely pilot project implementation;
  - Manage supplier and sub-contractor-relationships.
  
- **Recruit and manage regional coordinators (35%)**
  - Recruit and train up to 5 regional project coordinators;
  - Manage project coordinators' day-to-day implication in the program;
  - Ensure liaison between partners and regional coordinators.
  
- **Manage the day-to-day running of the Blue Futures Pathways Program (20%)**
  - Ensure timely program delivery;
  - Track daily expenditure;
  - Produce narrative and financial reports for funders;
  - Collaborate with relevant SOI teams on delivery of common goals;
  - Oversee day-to-day tasks and deliverables in coordination with other Blue Futures Pathways team members
  
- **Overall (5%):**
  - Overseeing day-to-day tasks and deliverables in coordination with other SOI Foundation staff;
  - Contribute to a collaborative and positive work environment by participating in internal SOI Foundation activities, representing SOI Foundation at external events and conferences when applicable (potentially outside of typical working hours), attending all-staff meetings, and assisting with other duties as assigned.

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