



JOB DESCRIPTION

JOB TITLE: CONFERENCE INTERN

SHIFT: Monday - Friday, 8:00 a.m. - 5:00 p.m. (1 hour lunch)
LOCATION: 300 - 1201 West Pender Street, Vancouver, Canada
REPORTS TO: Conference/Project Managers and Coordinators
DATE: TBC 2017

SUMMARY:

International Conference Services Ltd. (ICS) is one of Canada's leading professional congress and event organizers. We are recognized both nationally and internationally with our headquarter office located in Vancouver, Canada. We also have branch offices in Toronto, Denver, Vienna, London and Barcelona.

ICS offers comprehensive internships which last for a 4 - 6 month period and we take pride in being able to share our industry experiences with students who are new to the conference and events industry and who are looking for a great way to gain knowledge from a world class team.

We are currently looking for highly motivated, energetic, and detail-oriented individuals who are committed to learning all aspects of the conference and events industry. Depending on your position, you will be assisting our Housing and Registration and Marketing teams along with their respective conference and project coordinators and managers. All of our past interns have gained valuable industry experience, in many areas of conference management.

LANGUAGE SKILLS:

The ability to communicate fluently in English is essential.

COMPUTER SKILLS:

Computer literacy in a variety of software programs such as Microsoft Office (Word, Excel, PowerPoint, etc.) is fundamental. A willingness to learn new software packages is also required. The ability to utilize the internet for research purposes and for sending email correspondence is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Available Positions:

Registration & Housing

As an intern in the Registration & Housing department your responsibilities will include, but will not be limited to the following:



- Email correspondence with international delegates
- Assist Housing & Registration Managers with reports, checklists and system updates
- Assist Housing & Registration Managers with onsite preparations

Marketing

As a marketing intern your responsibilities will include, but will not be limited to the following:

- Assist Conference Managers with the development and execution of marketing and communication plans and timelines for Conferences
- Design and produce marketing materials such as brochures, emails, PowerPoint, sponsorship packages, web designs, advertisements, etc. in collaboration with designer
- Research and develop databases for potential delegates, sponsors, exhibitors and other marketing purposes
- Oversee website development in coordination with designer, programmer and Conference Manager
- Oversee and if required, actively engage in Social Media (Twitter, Facebook, LinkedIn and other medias as required by conference/client)

OTHER SKILLS AND ABILITIES:

The Conference Intern positions we have available will be suited to a self-motivated, professional person who can confidently work with a variety of people from different cultures and backgrounds. Diplomacy, tact, exceptional communication skills and customer service are important to the success of this person.

ICS CORE VALUES:

At ICS, we take pride in our company's mission to Inspire. Create. Succeed. Below are a set of our core values that we believe are the key to building a foundation for a unified team and superior conferences.

1. We take pride in our people and work; and are committed to the company's success.
2. We trust, support and empower each other in order to be accountable to each member of the team.
3. We are committed to honest but constructive dialogue with all stakeholders.
4. We have the ability to work independently within an evolving framework.
5. We are passionate about providing exceptional service and solutions to our clients

To apply, please submit your CV, Cover Letter and 2017 availability to Careers@icsevents.com. We require a commitment of 4 - 6 months.