



Are we looking for you? Or are you looking for us? We are looking for...

The Position – CONFERENCE COORDINATOR

The Office

International Conference Services Ltd.

300 – 1201 West Pender Street

Vancouver, BC V6E 2V2

Phone: +1 604 681 2153

email: careers@icsevents.com

www.icsevents.com

Summary

The Conference Coordinator will work directly with the Tradeshow Manager on the planning and execution of ECF tradeshows, the Education and Career Fair (ECF) Management Inc., a wholly owned subsidiary of International Conference Services Ltd. ECF currently visits 5 communities in B.C. with a focus on connecting students and exhibiting career experts providing opportunities to study, work and volunteer locally or abroad.

The Conference Coordinator will also support conference logistics, client management and volunteers where necessary and will play an integral role working with Tradeshow and Conference Managers in executing strategic marketing campaigns and initiatives.

The ideal candidate is passionate and has experience working within the education sector, has business acumen, an operations mindset and is detail oriented. This position is suited to a team-oriented professional who is self-motivated, efficient and confident.

Responsibilities (Other duties may be assigned)

Client Management

- Lead relationships between existing ECF or conference attendee stakeholder groups, updating contact information and leading communications on all relevant events
- Active prospecting for new, relevant and viable ECF or conference attendee groups
- Follow up with clients, sponsors, exhibitors and suppliers to encourage continued business relations

Logistics

- Coordinate exhibitor and sponsor fulfillment and registration following sales contract
- Coordinate logistics including transportation needs, venue space availability, sponsor/exhibitor floor planning, audio visual requirements and catering
- Lead on system and database management
- Lead attendee groups and prepare delegate kits and packages
- Maintain a key presence on-site for troubleshooting, problem-solving, facility liaison, etc.
- Assist Tradeshow Manager to prepare project timeline to ensure it does not interfere or conflict with commitments on other conferences
- Assist with all on-site logistics including but not limited to, exhibitor move in & move out, attendee arrivals/departures, etc.
- Assist in program management including speaker scheduling, abstracts (conferences) and onsite speaker management
- Assist with financial management of allocated tradeshow and conferences

Marketing

- Contribute to the ECF and conference marketing strategies/campaigns including sourcing new avenues to promote our tradeshow, conferences and events
- Coordinate marketing design requirements through our Graphics Department
- Set up and manage promotional marketing campaigns
- Set up and manage website & social media profiles (Facebook, Twitter, LinkedIn)

Volunteer Staff Management

- Coordinate a pool of excellent on-site staff and volunteers, managing availability, allocation and hours delivered
- Prepare time line of various duties for on-site volunteer staff
- Lead training and briefing notes for all on-site volunteer staff before a tradeshow or conference

Skills & Attributes

QUALIFICATION REQUIREMENTS:

- An event management or marketing degree/diploma with 1-2 years of tradeshow or conference planning experience is preferred. An equivalent combination of education and experience will be considered.

- Experience working in the education field or a demonstrated interest in supporting the educational career goals of people at all stages of their professional life is required. Any experience working or volunteering with high school students is an asset.
- A proactive, rational, yet energized professional with multi-tasking performance skills, who is well organized and possesses strong time management working within established timelines.
- An experienced researcher able to make strong recommendations towards business strategies to improve overall effectiveness.
- Ability to read and comprehend instructions, correspondence and memos. Ability to write business correspondence clearly. Ability to effectively present information in one-to-one and small group situations.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- This position is suited to a self-motivated, professional person who can confidently work with a variety of people from different cultures and backgrounds. Diplomacy, tact and a sense of humor are important to the success of this person.
- Excellent knowledge of a variety of software programs, Word for Windows and Excel are a must. Experience with Adobe Creative suite, Social Media tools and housing registration systems are an asset.
- The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

What's next?

Please send your resume and cover letter to careers@icsevents.com.

