



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

The Position – Association Coordinator Vancouver/Toronto

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

The Office Culture

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

We are professional and preppy dressers. We work in a fun and engaging environment where you are not always tied to your desk. Grab your laptop and work from the stand up bar or grab a bean bag chair with your latte and get comfy. We gather for and participate in daily huddles, team building entertainment, themed potlucks, and out of office activities including yearly retreats. It's *"the office"* re-imagined.

'Connecting people to facilitate change in the world'.

Responsibilities

Working with Association Managers on the following:

- Coordinate membership retention and support recruitment strategies in partnership with membership chair or committee.
- Manage financial operations from processing payments to reporting, and assist with annual budget preparation.
- Support association conferences and events.
- Coordinate board and committee meetings including scheduling, preparing materials, taking minutes and other follow-up as required.
- Coordinate marketing and communications including social media activity and website updates.
- Coordinate annual elections including online voting systems.
- Coordinate fundraising strategies.
- Prepare regular updates and reports on association activities.
- Provide support and back-up to association managers.
- Maintain client records and filings.

- Coordinate day-to-day responsibilities within a virtual office setting, collaborating with key decision makers and contacts located in different regions around the world.

Skills & Attributes

- Experience with small to medium not-for-profit and/or charitable associations lead by volunteer boards
- Understand meeting management
- Understand project and event management
- Have a flair for marketing and communications
- Understand budgets and not-for-profit financial planning
- Post secondary education in business administration and/or related field
- Experience in customer service, membership service and office administration
- Strong interpersonal skills and comfort speaking to individuals at all levels
- Fully computer literate
- Fluency in another language is a definite asset
- Knowledge and understanding of laws affecting not-for-profit and/or charitable organizations in Canada, UK or USA considered an asset.
- Experience working with online CRM's and/or relationship management and communications software's and apps is considered an asset
- Ability to travel internationally

What's next?

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

