



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

The Position – Digital Project Manager

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. Become one of us because we are "connecting people to facilitate change in the world."

Summary

We are looking for a multi-faceted individual to assist in the management & execution of our digital services. As a Digital Project Manager, you will play an integral role with the lead up to our conference events and work closely with our Conference Managers, Director of Marketing & other Design team members.

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer in business for over 40 years that works with national and international associations, corporations and high-level individuals to host meetings, events & tradeshow.

ICS owns a subsidiary company, WebCoast Events Inc., which is responsible for the management and execution of all ICS Digital & Virtual Initiatives (Ex: Graphic Design, Website Design, Online Marketing and Advertising,

Virtual Libraries and Event Apps) and acts in a supplier role to ICS. You will primarily perform your work on behalf of WebCoast alongside a small team of talented designers.

Responsibilities

- **Project Management**
 - Organize & track project requests, budgets & expenses
 - Meet with the Conference Management team to identify requirements and timelines
- **Graphic Design**
 - Logo Design: Create branding for conferences & events
 - Design and create effective print and digital marketing pieces including web banners, animated GIFs, Rich Media Ads, catalogues, flyers, journal advertisements, product info sheets, brochures, booklets, promotional items, posters, etc.
- **Web Design & Management - Major builds will be performed through developers**
 - Wireframe, UI Design and UX
 - HTML/CSS updates, Wordpress (CMS) Management
- **Video Editing**
 - Understanding on how to use video editing software such as Adobe Premiere.

Skills & Attributes

Education & Competencies:

- A post-secondary Degree/Diploma
- 3+ years related work experience in (Branding / Web Design / UX / UX / Print Design)
- Strong understanding of marketing fundamentals: Copy, design, branding & targeting markets
- Sales/Click funnels strategy for websites, emails and other design pieces
- Excellent English language / grammar skills, written & oral
- Strong attention to detail and proven problem solving, communication & organizational skills
- Client management experience
- Comfortable with managing multiple projects at the same time

Software - You have strong knowledge of the following items:

- WordPress Content Management System
- HTML5, & CSS3
- Adobe Creative Suite – Specifically Photoshop & Illustrator

- Designing for Social Media Platforms (Facebook, Twitter, LinkedIn, Instagram, YouTube)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Google Drive/Docs
- Project Submission/Tracking/Management Software

Additional Skills - Experience with the following is preferred:

- Project Submission/Tracking/Management Software
- Joomla Content Management Systems
- Video Animation / Motion Graphics (ex. Explainer Videos, After Effects)
- Videography / Photography
- Interest in life sciences (Biology, Medicine) - the majority of our events are medical based

What's next?

- To apply for the position, please email a **Cover Letter, Resume** and a **PDF/Web portfolio** of your work (Web Design, Web & Print Design, Online Advertising, etc.) and anything else that will impress us to careers@icsevents.com to the attention of David Venus.

