



The Position

Housing and Registration Intern | Conference Intern February – June/July December 2020

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."

ICS offers comprehensive student practicum 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 need to complete a student practicum as part of their university studies.

We are 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 Conference department 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.

Responsibilities

Housing & Registration Intern:

As an intern in the Housing & Registration 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

Conference Intern:

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

- Assist Conference Managers with the development and execution of logistical plans and timelines for Conferences
- Abstract, Program and Speaker Management
- Website updates – creating and updating website content
- Database management
- Survey evaluation
- Preparing final presentations and reports
- Social Media updates
- Preparation of final reports

Onsite Experience

It is our hope that while you are with us for your internship, you will be able to gain as much insight and experience into the Conference Management industry as possible. This may include hands on experience at any events that we may have that are taking place in Vancouver during your internship in order for you to gain practical experience, and to see our events in real life!

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.

Skills & Attributes

- Ability to communicate fluently in English is essential
- Computer literacy in a variety of software programs such as Microsoft Office (Word, Excel, PowerPoint, etc.)
- Willingness to learn new software packages
- Ability to utilize the internet for research purposes and for sending email correspondence

What's next?

Please send your resume and cover letter to careers@icsevents.com. All shortlisted applicants will be interviewed via video call. A short skills test will also be a requirement to ensure a successful application.

