



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

We are Recruiting! – Association Management Intern

Location

ICS employees work in a predominantly remote work environment.

The Company

A highly respected player at an international level, International Conference Services Ltd. (ICS), is a Professional Conference Organizer and Association Management Company in business for over 45 years that works with national and international associations and organizations, to grow membership, advance their missions, and host conferences, events & tradeshow. Our work is very purposeful - we are truly “connecting people to facilitate change in the world.” With more than 80 staff members working remotely across North America, Europe, and Asia, we are truly an international team, and we leverage the strengths that our diversity brings.

The Culture

ICS operates in a true “team” environment - trust, support, and empowerment of each other are very important to our culture. We know that we work better as a team, and we regularly celebrate our collective accomplishments. We pride ourselves on being innovative, solution-oriented and are able to think outside the box, which keeps us all learning and growing as professionals together. We care deeply about creating exceptional experiences for our clients and pride ourselves in our many long-term relationships we have cultivated.

Role Overview

The Association Management Intern position 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/client service skills are important to success in this role. The goal of our internship program is for you to get the best experience possible and to gain as much exposure to the association management industry as a whole during your time with us.

Responsibilities

- Assist Association Managers with membership management tasks including data entry, database maintenance, invoicing, reporting, generating correspondence, and responding to inquiries from Association Managers, members, and clients.
- Support the creation of association newsletters and email blasts including layout, formatting, proofing, and management/updating of email lists.
- Prepare award nomination forms, update the website, collect nomination forms received and prepare review forms for Awards Committee.
- Upload election candidate details onto voting platform, monitor voting emails to membership.

- Other general association support duties as assigned, including but not limited to taking minutes, responding to general email and phone enquiries, and participating in internal and external meetings.

Skills & Attributes

- Ability to communicate fluently, clearly, and succinctly in English with a wide variety of stakeholders from different cultures and backgrounds, including non-native English speakers.
- Ability and willingness to work across time zones supporting team members across North America and Europe and clients and stakeholders around the world.
- Proficiency in basic business software programs such as Microsoft Office (Word, Excel, PowerPoint).
- Ability and willingness to learn new software platforms (especially Wild Apricot and similar association management systems, Mailchimp/mass email platforms, etc.).
- Experience using virtual platforms such as Zoom and Microsoft Teams, or ability to learn same.

What's next?

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