



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

We are Recruiting! – Educational Program 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 in business for over 45 years that works with national and international associations, and organizations, to host conferences, events & tradeshow. Our work is very purposeful - we are truly “connecting people to facilitate change in the world.” With over 80 staff 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 Educational Program 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 service 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 professional conference industry as a whole during your time with us.

Responsibilities

- Support and assist setting up and managing online system for speaker abstract submission, review, scheduling, and notifications
- Communication with speakers and abstract presenters
- Coordinating speaker invitations and correspondence and tracking responses
- Supporting management of collection of all required speaker materials
- Supporting database management
- Supporting management of onsite experience for speakers
- Interacting and supporting other departments as necessary

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)
- Willingness to learn new software packages
- Ability to utilize the internet for research purposes and for sending email correspondence
- Experience using virtual platforms such as Zoom, Microsoft Teams are a bonus, but not required

What's next?

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