



We are Recruiting! – Part-Time WordPress Maintenance and Security Specialist

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, and tradeshows. Our work is very purposeful, and we are truly “connecting people to facilitate change in the world.” With over 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.

Remote-First Work Environment

ICS employees work in a remote-first work environment. Our employees truly enjoy the flexibility that remote work brings, and we work hard as a company to stay connected through weekly all-hands meetings and annual in-person get-togethers. Remote work is an important part of our business strategy and will not change post-COVID.

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, solutions-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

As a WordPress Maintenance and Security Specialist, you will play a crucial role in ensuring the smooth operation and security of our clients' conference websites. This part-time position (10-15 hours per week) will focus on proactive maintenance, regular updates, and security measures to safeguard our WordPress sites from potential vulnerabilities.

Key Tasks & Duties

WordPress Maintenance:

- Regularly review and update plugins, themes, and the WordPress core to ensure the latest versions are in use.
- Monitor and troubleshoot any issues arising from updates, ensuring minimal downtime.

Website Backups:

- Implement and maintain a robust backup strategy for all conference websites (currently around 40, there will be more in the future).
- Schedule and perform regular backups to safeguard website data and content.

Website Security:

- Stay informed about the latest WordPress security best practices and vulnerabilities.
- Implement security measures to protect websites from potential hacks and threats.
- Conduct security audits and vulnerability assessments regularly.

Monitoring and Reporting:

- Monitor website performance and security status, identifying and addressing issues promptly.
- Provide regular reports on maintenance and security activities to the manager.

Collaboration:

- Collaborate with our design team to coordinate website content updates and changes.
- Work closely with colleagues to ensure a seamless and efficient web management process.

Education, Experience & Skills Required

- Proven experience with WordPress, including site management and updates.
- Familiarity with website security best practices and tools.
- Strong problem-solving skills and attention to detail.
- Excellent communication and teamwork skills.
- Ability to work independently and manage time effectively.
- Experience with backup solutions and recovery processes.

You must also be familiar and have worked with the following tools:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Willingness to learn new software systems as required

Schedule

- This is a part-time position requiring 10-15 hours per week, with flexibility in scheduling to accommodate the needs of our clients and projects. Some off-hours or weekend work may be necessary for updates and maintenance.

The Benefits of Working at ICS

- Our employees work remotely on a permanent basis.
- As an employee you are provided all hardware including company laptop, monitor, headset, mouse, keyboard, and internet-based phone.
- In addition to salary, we offer a monthly work from home allowance to help cover the cost of your home internet and home office expenses.
- In addition to vacation time, employees receive a paid day off on their birthday each year.
- An excellent benefits package including Extended Health Coverage, Dental and access to our Employee and Family Assistance Program is provided after 3 months.
- Fun in-person employee get togethers each year.
- ICS prides itself in providing career development opportunities.

What's next?

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