



We are Recruiting! – Intermediate Multimedia Designer

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 48 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 100 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.

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 on our many long-term relationships we have cultivated.

Role Overview

International Conference Services (ICS) is seeking an Intermediate Designer to support the delivery of high-quality creative assets across multiple conference projects. This role plays a key part in developing branding, digital experiences, and event materials, working collaboratively with the marketing manager and other internal stakeholders.

The ideal candidate demonstrates strong design fundamentals, attention to detail, and the ability to manage multiple projects in a fast-paced, deadline-driven environment.

Key Tasks & Duties

- Develop and execute visual concepts for conference branding, ensuring consistency across all deliverables
- Design and maintain conference websites, primarily using WordPress and Elementor
- Produce event-related materials, including signage, program booklets, delegate badges, and other onsite collateral
- Create digital assets for social media and paid advertising campaigns

- Collaborate with the marketing manager to support campaign execution and align creative with project goals
- Interpret project briefs and translate them into effective visual solutions across print and digital formats
- Manage multiple design projects simultaneously, ensuring timelines and quality standards are met
- Prepare final production files for both digital and print applications, ensuring accuracy and consistency
- Maintain and apply brand standards across all materials
- Demonstrate flexibility and adaptability in a fast-paced environment

Education, Experience & Skills Required

- Minimum 3-5 years of experience in graphic design or a related role
- Strong portfolio demonstrating branding, web, print, and digital design work
- Solid understanding of typography, color theory, layout, and brand systems
- Proficiency in Adobe Creative Suite, including Illustrator, InDesign, and Photoshop
- Working knowledge of Canva to create design templates for the marketing manager.
- Working knowledge of WordPress, Elementor, and website design workflows
- Strong communication and organizational skills, with the ability to manage multiple deadlines
- Experience in designing for both digital and print production environments
- Proficiency with macOS

Assets

- Experience with Adobe After Effects or Premiere Pro
- Basic motion graphics or video editing capabilities
- Code knowledge is not mandatory, but would be considered an asset
- Strong interest in AI and in incorporating AI tools into daily workflow

Note: Travel to in-person conferences, both domestic and international may be required

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.

The Benefits of Working at ICS (Review based on location)

- Our employees work remotely, from home, on a permanent basis.
- We provide all employees with office hardware including a 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 paid vacation time, employees receive a paid day off on their birthday each year.
- Employees are offered an excellent benefits package including Extended Health Coverage, Dental and MYHSA, after successfully completing 3 months of service.

- Each year we host fun in-person employees and get together.
- As an employer, ICS prides itself in providing career development opportunities.