

# INTERNSHIP WITH INTERTASK CONFERENCES AND JPdL OTTAWA

275 Bay Street • Ottawa, Ontario K1R 5Z5 • Canada

## Company Overview

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Established in 1973, we are one of Canada's most experienced Professional Congress Organizers (PCOs), and have an excellent reputation for sound business operations and consistently delivering a high-quality suite of turnkey services. Intertask Conferences' core meeting planning services include: strategic consultation; financial and risk management; sponsorship and exhibit solicitation; project and exhibit management; online registration and abstract management; graphic and website design; publication production management; event operations and logistics; and development of pre- and post-conference social programs.



JPdL Ottawa is a destination management company which develops events; incentive and accompanying persons programs; galas; and team-building events for clients coming to Ottawa. Their clients include associations and corporations. Our destination specialists deliver programs for incentive trips, events, meetings, galas, product launches and much more. JPdL Ottawa also provides: tours and activities, entertainment, transportation, décor, site-venue selection and, food and beverage.

## Experience and Qualifications

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- Strong computer skills including proficiency with MS Office (Word, Excel, Outlook, Access);
- Energetic and creative with a passion to learn;
- Demonstrated ability to multi-task and work with minimal direction, exercising a high level of discretion and judgment;
- Strong interpersonal, organizational, communication and public relations skills;
- Ability to work both independently and with a team in a fast paced environment;
- Must be bilingual in English and French;
- Good communication skills, both oral and written;
- Strong customer service ethic and high expectations for quality.

## Education

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Applicants must be currently enrolled in an educational program requiring an internship and must have completed two years of study.

Education in a related field such as tourism, office administration, event planning/management, communications/marketing, or related program with a combination of education and experience which offers an understanding and/or overview of event planning and special event industry.

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## Duties

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### JPdL Internship – Events Assistant

Interns may have the opportunity to work in both sales/marketing and operations, depending upon our requirements during the internship. Examples of tasks that an intern may be requested to do could include:

- Providing administrative and coordination support;
- Maintaining and updating the client database;
- Assist in sales research, prospecting and proposal preparation as well as participating in sales and other off-site events;
- Social media initiatives;
- Liaise with suppliers and sourcing products and services for client quotations;
- Co-ordinate and assist with group manifests;
- Being on-site to assist with logistics for events;
- Assist with briefing materials for onsite staff for events;
- Assist with event logistics – signage, decor, room set-up, food and beverage and general office duties as required.

### Intertask Conferences Internship – Conference Assistant

Interns may have the opportunity to work in both sales/marketing and operations, depending upon our requirements during the internship. Examples of tasks that an intern may be requested to do could include:

- Providing administrative and coordination support;
- Working with the online registration system/database to assist delegates in registering for a conference;
- Answering conference delegate and exhibitor questions by telephone and email;
- Inventory and prepare materials to be shipped to conference sites;
- Assisting a project manager with various tasks associated to a specific project/event – example: getting supplier quotations; confirming services ordered; preparing logistic information for a supplier or client;
- Being on-site to assist with delegate and exhibitor registration and/or logistics for conferences;
- Liaise with suppliers and sourcing products and services for client quotations;
- Assist with briefing materials for onsite staff for events;
- Working with meetings database under direction of the project manager / coordinator;
- Assist with event logistics – signage, decor, room set-up, food and beverage and general office duties as required.

## How to Apply

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To apply for an internship with Intertask Conferences, [click here](#).

To apply for an internship with JPdL Ottawa, [click here](#).

Please include the following:

- a cover letter focused on personal achievements that are relevant to the position on which you wish to apply
- your résumé

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## General Information

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### Availability

An internship duration is a minimum of 6 months for a foreign student from August 2018 (flexible).

### Compensation

A stipend of \$100 (Canadian) per week will be paid based on a 37.5 hour work week in the Ottawa office.

### Living Expenses

The following is intended as a guideline regarding the living expenses you might have during your internship.

Monthly rent within walking distance of the office	\$550 - \$700*
Monthly rent requiring commute via bus	\$450 - \$600*
Laundry	\$30-\$40/month
Internet	\$40/month

*\* Not all accommodations include the cost of hydro (electricity) within the monthly rent. This can sometimes be an additional expense.*

### Transportation, Accommodation, Work Documents, Miscellaneous

The intern is responsible for:

- Securing travel from their home country to Ottawa, Ontario Canada and back;
- Finding accommodations for the duration of the internship;
- Covering the cost of travel between the accommodation and our offices;
- Securing adequate medical, health and hospital insurance during their stay in Canada;
- Procuring the necessary work documents to enter Canada ([International Experience Canada](#));

Also important to note:

- For working at client events, you will be expected to wear black dress trousers, closed toed shoes and a white blouse (women) or white dress shirt (men);
- When working on location for a client, all travel, accommodation and meal expenses will be paid according to pre-established guidelines and amounts which will be provided in advance.
- Our offices are scent-free (this includes perfume, cologne, any scented product such as hair spray, cream...).