

# INTERNSHIP WITH INTERTASK CONFERENCES AND JPdL OTTAWA

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

## COMPANY OVERVIEW

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Established in 1973, Intertask is one of Canada's most experienced Professional Congress Organizers (PCOs). We have an excellent reputation for sound business operations and consistently delivering a suite of high-quality turnkey conference management services throughout Canada, from coast to coast. Intertask Conferences' core services include: strategic consultation; site selection and housing management; supplier procurement, negotiation and management; 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 and technical programs.



JPdL Ottawa is a Destination Management Company (DMC) which develops special events; incentive and accompanying persons programs; gala banquets; and team-building events for associations and corporate clients coming to Ottawa. Our destination specialists deliver programs for incentive trips, meetings, product launches and much more. JPdL Ottawa also coordinates and manages: tours and activities; entertainment; transportation; décor; venue selection; and food and beverage arrangements.

## EXPERIENCE AND QUALIFICATIONS

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- Strong computer skills including proficiency in MS Office (Word, Excel, Outlook, Access);
  - Energetic and creative with a passion to learn;
  - Demonstrated ability to multitask exercising a high level of discretion and judgment;
  - Strong interpersonal, organizational, and public relations skills;
  - Ability to work both independently with minimal direction and with a team in a fast paced environment;
  - Must be bilingual (English and French);
  - Excellent communication skills (written and oral); and
  - Strong customer service ethic, attention to detail and desire for excellence.
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- Experience with WordPress, email marketing software (e.g. Constant Contact), event management software and data sharing tools are considered strong assets.

## 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 in a related field such as: tourism; office administration; event planning and/or management; marketing and communications; or a related program with a combination of education and experience which provides an understanding and/or exposure to event planning and the special events industry.

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## DUTIES

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### JPdL INTERNSHIP – EVENT ASSISTANT

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

- Providing administrative and coordination support;
- Maintaining and updating the client database;
- Assisting in sales research, prospecting and proposal preparation
- Participating in sales and other off-site events;
- Social media initiatives;
- Liaising with suppliers and sourcing products and services for client quotations;
- Coordinating and assisting with group manifests;
- Assisting with onsite event logistics;
- Assisting with briefing materials for onsite event staff;
- Assisting with event logistics (i.e. signage, décor, 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 asked to do could include:

- Providing administrative and coordination support;
- Working with the online registration platform to assist delegates in registering for a conference;
- Answering conference delegate and exhibitor questions by telephone and email;
- Preparing inventory and materials to be shipped to conference sites;
- Assisting a project manager with various tasks associated to a specific project/event such as obtaining supplier quotations; confirming services ordered; preparing logistical information for a supplier or client;
- Assisting with delegate and exhibitor registration and/or logistics for conferences onsite;
- Liaising with suppliers and sourcing products and services for client quotations;
- Assisting with briefing materials for onsite event staff;
- Working with meetings database under the direction of the project manager / coordinator;
- Assisting with event logistics (i.e. signage, décor, 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 to which you are applying; and
- your résumé.

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## GENERAL INFORMATION

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### AVAILABILITY

Internship duration is a minimum of six months for a foreign student:

- Winter/Spring Internship: January to July (flexible)
- Summer/Fall Internship: July to December (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. All costs are in Canadian dollars (\$CDN).

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.*

### LOGISTICS AND DOCUMENTATION

The intern is responsible for:

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

### ALSO OF NOTE:

**Attire:** When 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).

**Business Travel:** When working onsite for a client, all travel, accommodation and meal expenses will be paid according to pre-established guidelines which will be provided in advance.

**Work Environment:** Our offices are scent-free (this includes perfume, cologne, any scented product such as hair spray, cream, etc.).