

Internship with Intertask Conferences / JPdL Ottawa

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



Do you require an internship to complete your educational program? Our interns are given a wide range of tasks and responsibilities. Each day is different and one thing is certain: you'll never be bored! At Intertask and JPdL Ottawa, we believe every employee can contribute new ideas and solutions, no matter what their role is in the company. If you are a dynamic, creative, and motivated person and you like taking on a new challenge, then an internship with us is for you!

Company Overview



Established in 1973, Intertask Conferences 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.



JPdL Ottawa is a Destination Management Company (DMC) that 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.

Experience and Qualifications

- Strong computer skills including proficiency in MS Office (Word, Excel, Outlook, PowerPoint, 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
- Excellent, strong communications in English, both written and oral: bilingualism (English/French) would be considered a strong asset
- Strong customer service ethic, attention to detail and desire for excellence
- Experience with various aspects of in-person, virtual and hybrid conferences

Education

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 of and/or exposure to event planning and the special events industry.

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Duties

Interns may have the opportunity to work in both sales/marketing and/or operations, depending on our requirements during the internship.

Sales & Marketing Coordinator (JPdL Ottawa or Intertask Conferences)

- Coordinating sales proposals, presentations, and contracts
- Maintaining and expanding our database of clients and prospects
- Assisting the Director of Business Development in market research and analysis
- Assisting in marketing activities, including social media coordination and marketing material design

JPdL Ottawa Event Assistant

Examples of tasks that an Event Assistant 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 Conference Assistant

Examples of tasks that a Conference Assistant may be asked to do for virtual, hybrid or face-to-face events could include:

- Providing administrative and coordination support
- Working with the online registration platform to assist delegates in registering for a conference
- Preparing briefing notes for all activities (working scenarios)
- Communicating via email and telephone with delegates, presenters, suppliers and clients
- Preparing inventory and materials to be shipped to conference sites
- Assisting a project manager with various tasks associated with a specific project/event such as:
 - liaising with suppliers and sourcing products and services for client quotations;
 - confirming services ordered
 - preparing logistical information for a supplier or client
- Assisting with delegate and exhibitor registration and/or logistics onsite
- Assisting with briefing materials for onsite event staff

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- Working with meetings database under the direction of the project manager / coordinator
- Assisting with event logistics (i.e. signage, décor, field staff, room set-up, food and beverage and general office duties)
- Assisting the scientific program manager with abstract and presentation management
- Preparing congress publications, editing, data management, translations, etc.

General Information

Availability

Internship duration is a minimum of six months for an international student.

Compensation

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

Of Note

Interns work in a hybrid environment – both in-office and remote/virtual.

How to Apply

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
- your resumé