

Intertask Conferences is a nationally recognized Meeting and Event-planning firm headquartered in Ottawa with a strategic partnership with JPdL of Montréal, creating the largest event management organization in Canada. Intertask Conferences serves as the secretariat and administrator for several not-for-profit, membership based, professional Canadian associations.

We have an immediate opening for a bilingual project manager to oversee the Association Secretariat services we provide for a number of clients. The ideal candidate will have experience working with volunteer boards of directors, membership engagement and the day-to-day administrative functions of an association. The primary tasks will be responding to member inquiries, updating/maintaining websites, providing administrative support to the board of directors/committees and assisting with the planning and delivery of events (workshops, courses, conferences).

Sample duties

- Provide administrative support for the association president and board of directors and any sub-committees;
- Board and committee meetings: determine best date; send invitations; prepare the agenda and take minutes; coordinate logistics for face-to-face meetings;
- Prepare reports for the board as required on membership, event statistics and related budgets;
- Maintenance of websites - updating content, posting announcements, etc.;
- Coordinate application, submission and review process for fellowship programs;
- Maintain all previous and ongoing communication and documentation;
- Coordinate translation: proof read translation; compare English and French versions for consistency;
- Support the workshop and conference planning committees by coordinating the content of the program and invitation of speakers; taking/distributing minutes; preparing name badges;
- Assist with annual conference and workshop/course logistics as required;
- Gather content from members for newsletters, and website announcements;
- Send regular email newsletter (gather content, format, send for translation as required);
- Maintain/update membership and event registration databases;
- Respond to inquiries about association events, programs and membership;
- Analyse membership trends, make recommendations on strategies to increase membership.

The ideal candidate will have the following skills and experience:

- Bilingual (English and French) – written, spoken and reading comprehension;
- Three to five years experience working with volunteer boards comprised of senior level and/or high profile individuals;
- Strong administrative skills and advanced knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) required for formatting large documents, drafting agenda/minutes, maintaining budgets, sending regular reminders to membership about upcoming events;
- Experience administering/maintaining membership databases, preferably Membee;
- Know how to organize and respond to an above average volume of email communication;
- Experience using website content management systems such as WordPress, Wix, etc.; Twitter, Facebook, LinkedIn and online office tools including Constant Contact, Doodle Poll and Survey Monkey;
- Ability to set priorities for multiple projects, meet deadlines and work on tasks simultaneously;
- Superior attention to detail required for proof reading with above average writing and grammar skills;
- Be customer focused;
- Available for travel to board meetings outside Ottawa (1-2 times per year, 1-2 days); work required outside regular business hours is infrequent; travel to conference location (4 days); and
- Enjoy working autonomously as well as part of a team.

General Information

- Salary: \$45,000-\$52,000 plus benefits;
- Ability to attain Enhanced Reliability security clearance with the federal government;
- Computer skills and proof reading evaluation may be administered.

Please forward a cover letter and résumé to careers@intertaskconferences.com with Association Secretariat Manager in the subject line.

Intertask thanks all those who submit an application; however, only those invited for an interview will be contacted.