

**Job Title:** Temporary Outbound Call Specialist – Conference and Gala Promotion

**Position Type:** Temporary (3 to 4 months – Tentative dates February 3<sup>rd</sup> to May 16<sup>th</sup>)

**Location:** Fully Remote

**Hours of Work:** 9am to 5pm (MST) Mountain Standard Time with one-hour unpaid break.

Target audience based in Western Canada.

**Pay:** Hourly rate.

## **ABOUT THE INSTITUTE OF CORPORATE DIRECTORS (ICD)**

About the Institute of Corporate Directors (ICD) Established in 1981, the Institute of Corporate Directors (ICD) is a not-for-profit, member-based organization representing Canadian directors and boards across the for-profit and not-for-profit sectors, credit unions and Crown Corporations.

As Canada's largest director community, the ICD creates forums for dialogue, hosts networking opportunities and provides access to world-class resources for more than 17,300 members across a network of 11 Chapters. Members who successfully complete the ICD-Rotman Director Education Program (DEP) and ICD-led examination process earn the highly recognized ICD.D designation.

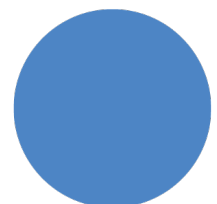
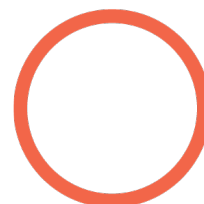
ICD members provide board oversight across all sectors of the economy and institutions that impact the lives of virtually every Canadian. Learn more at [icd.ca](http://icd.ca).

### **Job Summary:**

We are seeking a highly motivated and professional Temporary Outbound Call Specialist to support the promotion of our upcoming conference and gala. This role involves reaching out to C-Suite executives, Board of Directors and other senior professionals to provide information and encourage participation. The ideal candidate will have prior phone outreach experience, be proficient in Excel, and possess excellent communication skills.

### **Key Responsibilities:**

- Conduct outbound calls to C-Suite executives, Board of Directors and other senior professionals to promote the conference and gala.
- Provide detailed information about the event and answer questions in a professional manner.
- Accurately record call details and responses in Excel spreadsheets.



- Build and maintain positive relationships with prospects through effective communication.
- Collaborate with the team to refine outreach strategies and meet participation targets.
- Ensure a high level of professionalism and confidentiality at all times.

**Qualifications:**

- Proven experience in phone outreach, telemarketing, or a similar role.
- Strong proficiency in Microsoft Excel for tracking and reporting purposes.
- Excellent verbal and written communication skills.
- Professional demeanor, with the ability to confidently engage with C-Suite executives.
- Reliable high-speed internet connection and a quiet home office setup.
- Self-motivated and results-oriented with strong organizational skills.

**To apply, please send a resume and a cover letter outlining your relevant experiences, as well as pay expectation to [humanresources@icd.ca](mailto:humanresources@icd.ca).**

The ICD is committed to cultivating an inclusive, accessible environment, where each employee feels respected, valued and supported. All qualified individuals may apply online.

If you require disability-related accommodation to participate in our recruitment process, please note this in your application.

We'll be happy to work with you to meet your needs. Thank you for your interest, but only those selected for an interview will be contacted.

