

CTBUH Events Assistant

With 100,000 people moving into cities across the globe every day, the 21st century will truly be the century of the city. Humanity's continued existence on this planet will rely on our ability to transform cities into dense, livable centers of innovation that reduce both land consumption and energy needs. In order to accommodate an additional 2.5 billion people in the world's cities by 2050, the shapers of our urban landscapes will require guidance through access to expert research and resources that promote best practices for smarter cities. This is why the Council on Tall Buildings and Urban Habitat's mission is critical to promoting a better urban future, and our Conferences and Events are where our dual-mission comes together, embracing both information dissemination and business networking.

The CTBUH is looking for a sharp, talented Events Associate to support our Events Team in planning, organizing, executing, and archiving our ongoing global event programming.

KEY RESPONSIBILITIES:

- Assists with the logistics, communications, and associated administrative functions for the two annual CTBUH Conferences and other events, both domestic and international.
- Coordinates the registration of delegates, speakers, and VIPs; and delegate deliverables and communications.
- Coordinates the responsibilities and deliverables for conference competitions.
- Coordinates pre- and post-event printed and digital materials and graphics (e.g., proposals, name badges, program guide, etc.)
- Monitors and helps manage digital tools related to CTBUH events, including event website, registration portal, and abstract/paper portal.
- Coordinates the receipt and dissemination of post-event feedback and materials (e.g., photos, reports, attendance statistics, etc.).
- Coordinates the administrative event tasks including email/phone communication and follow-ups, electronic file management, and reports involving event logistics, abstracts, speakers, registration, sponsorship, exhibition, event committees, continuing education credit reporting, promotional product orders, etc.
- Assist in the development of events templates, manuals and policies.
- Assist in the coordination of staff travel planning and needs.
- Assist with data entry and audit of event registration.

REQUIRED QUALIFICATIONS:

- A Bachelor's degree in a relevant discipline.
- 2-3 years minimum event and/or administrative experience.
- Experience or interest in event technology preferred.
- Excellent English language communication skills, both written and oral.
- Exceptional organizational skills with strong attention to detail.
- Software skills with Microsoft Office and Adobe Suite.

HOW TO APPLY:

Please send (1) a brief cover letter explaining why you would be ideal for this role, along with (2) a resume and (3) a work sample to careers@ctbuh.org.