Editorial Associate

ABOUT CTBUH
The Council on Tall Buildings and Urban Habitat is a nonprofit organization dedicated to smarter, more sustainable cities and a more viable future for global populations. CTBUH convenes the shapers of cities, providing the knowledge and resources that will transform cities into dense and livable centers of innovation.

WHO WE’RE LOOKING FOR
The Council seeks an Editorial Associate to support the Research and Thought Leadership team through daily composition of high-quality written content and support of research and editing activities. The Associate works with the Editor-in-Chief and the rest of the team to produce full-length publications, news articles, promotional materials, email, and social-media marketing collateral. The Associate will also keep the media tracking and other archives up to date. Depending on the candidate’s skills, other opportunities in media relations and digital asset creation may be available.

POSITION LOCATION
CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. This position is located in Chicago. Currently, staff are working from home due to the pandemic.

ESSENTIAL RESPONSIBILITIES
• Assist or lead creation of Global Tall Building daily online news articles.
• Assist or lead creation of the monthly electronic newsletter.
• Create and post social media on all relevant platforms, and track metrics.
• Maintain the archive of media articles about the Council.
• Assist in obtaining copyright clearance and in obtaining and selecting images for publication.
• Perform light proofreading
• Assist or lead creation of marketing emails

REQUIRED QUALIFICATIONS
• Bachelor’s degree from an accredited college or university
• At least two years’ experience in a writing and communications role
• Proficiency in Microsoft Office suite
• Familiarity with Adobe Creative suite
• Experience with maintaining an official social media presence for a company or organization

PREFERRED QUALIFICATIONS
• Interest in, or experience with the architecture, engineering, and construction (A/E/C) industry and/or urban planning

(Continued on next page)
• Familiarity with terms used by the A/E/C industry and urban planning professions
• Proficiency in digital media management platforms such as Hootsuite
• Light graphic design skills
• Light HTML or other Web coding skills
• Audio/Video editing skills
• Foreign language skills

EQUAL OPPORTUNITY EMPLOYER

We at CTBUH believe that our work benefits from the diverse perspectives of our staff and those we serve. We encourage applicants to review our diversity statement at ctbu.org/edi-committee-statement.

CTBUH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

HOW TO APPLY:

Qualified applicants should send cover letter, resume and three work samples to: careers@ctbu.org.

ctbu.org/careers