

## Senior Writer

### 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 Senior Writer is an integral part of the Research and Thought Leadership team, composing high-quality written content and supporting research, editorial and publication activities. The Senior Writer 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 Senior Writer also keeps the media tracking and other archives up to date. The Senior Writer may also provide assistance in media relations and digital asset creation.

### 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

- Compose Global Tall Building News daily online articles.
- Create the monthly electronic newsletter, working with stakeholders throughout CTBUH staff and membership.
- Take on longer-form editing and writing roles in technical guides, research reports, and quarterly Journal publications.
- 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 e-mails.

### REQUIRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university
- At least five years' experience in a writing and communications role, engaging the architecture, engineering, and construction (A/E/C) industry and/or urban planning communities
- Familiarity with terms used by the A/E/C industry and urban planning professions
- Proficiency in Microsoft Office suite
- Familiarity with Adobe Creative suite
- Experience with maintaining an official social media presence for a company or organization

*(Continued on next page)*



- Close attention to detail, ability to meet tight deadlines and rapidly make changes to copy
- Experience creating mass e-mails and using relevant Content Management Systems

## PREFERRED QUALIFICATIONS

- Particular interest in the mission of the CTBUH organization: “towards Sustainable Vertical Urbanism”
- Proficiency in digital media management platforms such as Hootsuite
- Some graphic design skills, coordinate with Production team
- Knowledge of HTML or other Web coding languages
- Audio/Video editing skills
- Foreign language skills
- Experience with Salesforce, Pardot, and other CRM or Marketing Automation platforms

## BENEFITS

CTBUH offers full-time employees a range of benefits, including a 401k retirement savings plan with up to 9 percent employer matching, a robust health care plan, generous paid time off, and potential for annual bonuses.

## 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 [ctbuh.org/edi-committee-statement](http://ctbuh.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@ctbuh.org](mailto:careers@ctbuh.org).