



## Events Coordinator

### 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 Events Coordinator supports our Events Team in the planning, organizing, and executing of our global event programming. This includes the Council's two annual global conferences, as well as supporting our local chapters in the organization and promotion of 100+ local events each year. The Events Coordinator also supports the annual awards process including award submissions, jury assignments and management of award winner recognition.

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

### POSITION LOCATION

CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. This position is located in Chicago. Currently, headquarters staff have returned to working in the office. This position will work Monday–Thursday in the office and work Fridays from home.

### ESSENTIAL RESPONSIBILITIES

- Plans, organizes, and delivers the two annual CTBUH Conferences and other events, both domestic and international.
- Assists in managing all tactical logistics of events to include: planning meetings/conference calls, project plans and timelines, RFPs, PCO/DMC companies, vendors, overall hotel/venue details, food and beverage planning, audio visual and production needs, off-site programs and activities, onsite logistics, etc.
- Assists in negotiating and managing event contracts, expenses, and event finances and budgets.
- Assists in coordination of speaker and abstract/paper deliverables and communications.
- Coordinates event communications through email accounts and online registration system; oversees registration handling, reviews, and communications.
- Manages event setup and maintenance in association management system database (Fonteva).
- Coordinates with the Marketing Communications team to support the creation and production of event materials to include: promotional items, signage, program, delegate list, conference publications, name badges, tent cards, meeting agendas, etc.
- Manages the responsibilities and deliverables for sponsors, exhibitors, speakers, committees, delegates, VIPs, and vendors.
- Monitors and helps manage digital tools related to CTBUH events including event website, program registration, abstract/paper portal and conference app.

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- Supports the annual competition and awards processes, including project submissions, jury assignments and communications, and communication with applicants.
- Coordinates the receipt and dissemination of post-event feedback and materials (e.g., photos, reports, attendance lists, etc.).
- Assists in the management of staff travel planning and needs.
- Assists in the development of event templates, manuals and policies.

## REQUIRED QUALIFICATIONS

- 3 years minimum experience in organizing events.
- Excellent communication skills, both written and oral.
- Exceptional organizational skills with strong attention to detail.
- Software skills with Microsoft Office and Adobe Suite.

## PREFERRED QUALIFICATIONS

- Experience planning international events.
- Experience with Fonteva or Salesforce.

## EQUAL OPPORTUNITY EMPLOYER

We believe at CTBUH that our work benefits from the diverse perspectives of our staff and the community 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 and resume to: [careers@ctbuh.org](mailto:careers@ctbuh.org).