

Administrative Assistant

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

CTBUH is seeking an experienced Administrative Assistant to work directly with CTBUH President Dr. Antony Wood. While this position is responsible for administrative duties supporting the president, the person filling this role will also be engaged in extensive customer outreach by email and phone to generate business leads. Superb communication and organizational skills are needed to be successful in this role, along with an entrepreneurial mindset.

Additional responsibilities include organizing daily calendars, meetings, travel plans, itineraries, and agendas, as well as preparing reports and presentations, screening calls, handling information requests.

POSITION LOCATION

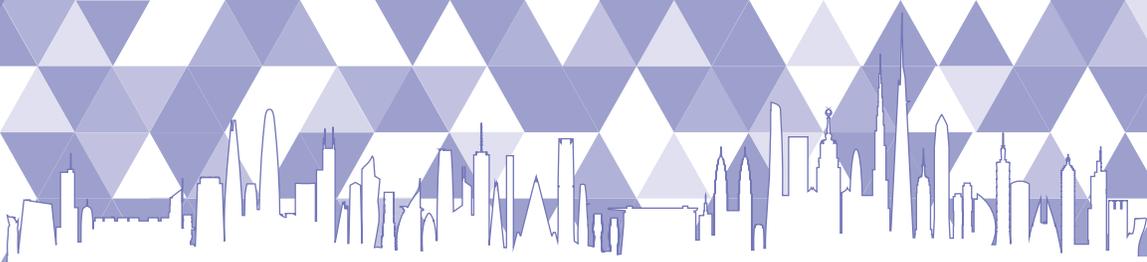
CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. This position is located in Chicago. Currently, headquarters staff have returned to working in the office. This position will work Monday-Thursday in the office and work Fridays from home.

ESSENTIAL RESPONSIBILITIES

- Contacts existing customers about business opportunities by email and phone; conducts follow up; uses Excel or CRM software to track progress and responses; generates reports as requested on status of outreach
- Performs a wide variety of assignments, some of which may be confidential in nature and require research to complete
- Creates and edit reports, correspondence and other documents as requested.
- Schedules meeting with staff and volunteers.
- Liaises with other teams on assigned projects to provide administrative support.
- Provides organizational assistance to the President; when requested provides support to other senior staff working in the Research and Thought Leadership team.
- Assists in updating and reconciling public-facing tall building databases and internal customer relationship management (CRM) systems.
- Manages the CTBUH Research Library.
- Handles matters expeditiously and proactively, with follow-through on projects to successful completion within deadlines.
- Manages the internal and external meetings and calendar.
- Makes travel arrangements; plan appointments; arrange detailed travel logistics, itineraries, and agendas; prepare support materials, meeting reports and presentations; manage travel club updates and tracking; manage travel finances and expense reports.

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REQUIRED QUALIFICATIONS

- Bachelor's degree
- Minimum of three years of professional work experience, with an ability to “manage up” effectively
- Exceptional communication skills, both written and oral
- Excellent organizational skills with strong attention to detail
- Skilled with Microsoft Excel, Word and Outlook
- Works well in a fast-paced environment
- Strong prioritization, organizational and communication skills, with the ability to scope and manage projects
- Great attitude and professional demeanor

PREFERRED QUALIFICATIONS

- Experience conducting individual outreach for fundraising or political campaigns strongly desired
- Experience with Fonteva or Salesforce
- Nonprofit experience
- Experience with Adobe Acrobat

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 www.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.

COVID-19 CONSIDERATIONS

Staff are required to wear a mask in the common areas of the buildings and when they are unable to maintain six feet of distance from colleagues. Beginning November 1, all staff working in the CTBUH Chicago office are required to be fully vaccinated against COVID-19 or have requested and received an exemption.

HOW TO APPLY:

Please send a brief cover letter explaining why you would be ideal for this role, along with a resume outlining work experience to careers@ctbuh.org.