

Events 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

The Events Assistant 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 aspects of the CTBUH annual Awards Program. The Events Assistant will also support our local chapters in the organization and promotion of 100+ local events each year.

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

- Assist in planning and delivery of the two annual CTBUH Conferences and other events, both domestic and international.
- Monitor and help manage digital tools related to CTBUH events, including event websites, registration portals, and abstract/paper portals.
- Coordinate the administrative event tasks including email/phone communication and follow-ups, electronic file management, and reporting involving event logistics, abstracts, speakers, registration, sponsorship, exhibition, event committees, continuing education credit reporting, promotional product orders, etc.
- Coordinate with the Marketing & Communications team and Information Technology team in support of conference planning and execution.
- Supports the annual awards processes, including project submissions, jury assignments and communications, and communication with applicants.
- Assists with the logistics, communications, and associated administrative functions as needed for the various regional and chapter events held globally.
- Coordinate the responsibilities and deliverables for Chapters to meet their annual event goals, including support of newly established committees to develop their event strategy.

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REQUIRED QUALIFICATIONS

- 1–3 years minimum event and/or administrative experience.
- 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 with 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.

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.

ctbuh.org/careers

