

## CTBUH Events Assistant

### ABOUT CTBUH

The Council on Tall Buildings and Urban Habitat (CTBUH) is the world's leading non-profit organization for all those interested in the future of cities. It explores how increased urban density and vertical growth can support more sustainable and healthy cities, especially in the face of mass urbanization and the increasing effects of climate change worldwide.

CTBUH brings its diverse, international membership together through its global conference and multiple regional conferences each year. CTBUH conferences differ significantly from the many commercial conferences now being held around the world, in terms of both quality of knowledge-sharing and networking opportunities.

Joining the CTBUH Events team provides an opportunity to get involved in all aspects of the planning and delivery of these important, international gatherings.

### WHO WE'RE LOOKING FOR

The CTBUH Events Assistant supports our Events Team in the planning, organizing, and executing of our global event programming by providing administrative support for aspects of our sponsorship fulfillment, registration management, and speaker management. This position reports to the Director of Events and joins a four-person team.

### POSITION LOCATION

CTBUH is headquartered in Chicago, Illinois, with offices in Italy and China. This position is located in Chicago, with the opportunity to work from home on Wednesdays and Fridays.

### ESSENTIAL RESPONSIBILITIES

- Monitor and help manage digital tools related to CTBUH events, including event websites, registration portals, and abstract submission portals.
- Coordinate the administrative tasks including email/phone communication and follow-ups, electronic file management, and reporting needed for registration, sponsorship, abstracts/speakers, event committees, continuing education credit, etc.
- Support the management of various email inboxes and provide customer service support to sponsors, attendees, speakers, etc.
- Coordinate with the Business Development team to support the administrative coordination of sponsorship deliverables including sponsorship agreements, invoices, and delivery of sponsor benefits.

### 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, particularly a high proficiency with Excel

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## 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](https://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).

[ctbuh.org/careers](https://ctbuh.org/careers)

