

CTBUH Digital Platforms Intern

With 100,000 people moving into cities across the globe every day, the 21st century will truly be the century of the city. Humanity's continued existence on this planet will rely on our ability to transform cities into dense, livable centers of innovation that reduce both land consumption and energy needs. In order to accommodate an additional 2.5 billion people in the world's cities by 2050, the shapers of our urban landscapes will require guidance through access to expert research and resources that promote best practices for smarter cities. This is why the Council on Tall Buildings and Urban Habitat's mission is critical to promoting a better urban future.

The Council leverages its research, organizational scope and global influence to positively impact the planning and design of the world's urban centers. The next generation of thought leaders will be instrumental in guiding this future – will you be a part of that effort?

The CTBUH is looking for a sharp, talented individual to help our Communications team manage a growing assortment of web/digital assets. All majors are welcome to apply and there will be opportunities to learn HTML and other relevant skills for those not already knowledgeable.

▶ KEY RESPONSIBILITIES:

- Assist with maintaining and updating the CTBUH website.
- Develop and execute email blast campaigns for the CTBUH network.
- Generate an online archive of CTBUH press coverage.
- Create digital representation for reports, calendar items, and research initiatives.
- Perform data research tasks related to outputs of the Communications team.

▶ WE HAVE:

- A \$15.00 per hour compensation package.
- Flexibility around your academic schedule.
- A team of sharp, friendly, committed staff members to work with.
- A Downtown Chicago location near public transportation and Lake Shore Drive.
- An office culture that encourages new ideas and rewards personal ownership of tasks.

▶ YOU HAVE:

- Experience with website administration tools (having moderate knowledge of HTML, CSS, or WordPress is helpful, but not required).
- Familiarity with Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- The personal drive to make independent decisions based on guidelines expressed from the outset.
- A penchant for personal organization, with the ability to keep track of multiple initiatives moving simultaneously.
- Sufficient English language skills to write captions and short descriptions.

HOW TO APPLY:

Please send a brief cover letter (1) explaining why you would be ideal for this role, along with a resume (2) and evidence of something you've designed/organized (digital document, webpage, etc.) (3) to careers@ctbuh.org. Your application must include: cover letter, resume, and work sample.