

CTBUH Public Relations Coordinator

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.

CTBUH is seeking a creative, detail-oriented Public Relations Coordinator to join our growing organization. The PR Coordinator will facilitate direct communications between the organization and external parties, especially press/media and the public, with a view to promote and maximize the Council's vast global undertakings. The PR Coordinator will create and promote the public image of the organization, develop communication strategies for media relations, as well as maintain a strong network of industry connections to increase awareness of CTBUH. The successful candidate will measurably enhance the Council's public image and invigorate an active following across numerous platforms.

KEY RESPONSIBILITIES:

- Oversee and direct incoming and outgoing communications with the press and public, leveraging the Council's initiatives to generate widespread interest via press releases/pitches, social media campaigns, op-eds, and inquiry fulfillment, using all available resources to elevate the Council's public image
- Build and maintain relationships with the press, as well as the PR departments of CTBUH members and industry leaders, through regular communications, including pitching targeted material to prominent press outlets
- Develop and produce high-quality, informative, and interesting releases, press kits, and related materials
- Outreach to media and secure placements using platforms such as Cision Communications Cloud or News Exposure
- Coordinate speaking engagements for senior staff such as: conference keynotes, interviews, media panels, etc.
- Assist in organizing promotional events, press conferences, tours, and visits; Keep annual calendars of events, targets, and activities
- Utilize new and established organizational systems to schedule, plan, track, and archive all press-related initiatives and social media
- Use media monitoring services to proactively acquire press materials mentioning or related to CTBUH
- Build and maintain a robust social media engagement on behalf of CTBUH, leveraging platforms such as LinkedIn, Facebook, Twitter, Instagram, etc.
- Aid in planning and implementation of publicity strategies, campaigns, and social media calendars; perform on-site reporting at CTBUH events, provide real-time and compelling social media updates, and manage the experience/interactions of press on-site
- Create presentations, articles, reports, and information for web sites, blogs, and social media accounts; develop or commission market research as needed
- Support the creation and management of PR budgets, deadlines, objectives, and schedules; develop weekly, monthly, quarterly and annual media activity reports

WE HAVE:

- A competitive salary and generous benefits package, including health, dental, vision, and life insurance
- A 401(k) plan with up to 9% employer contribution
- A team of sharp, friendly, committed staff members with which to work
- A Downtown Chicago location near public transportation and Lake Shore Drive
- Gym and bike room access in the building
- Bonus time off between Christmas and New Year's Day, in addition to standard holidays and vacation days

YOU HAVE:

- Bachelor's degree in public relations, marketing, journalism, business, or related field
- 2+ years of experience in PR or related field
- Experience using Cision Communications Cloud, News Exposure, or similar platform; Experience with technologies and best practices for campaigns across multiple platforms
- Excellent computer skills; proficient in Microsoft Office Suite
- Outstanding written and verbal communication skills; strong copywriting and content creation skills
- Strong project management skills with the ability to supervise multiple projects moving simultaneously

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 writing or work sample (3) to careers@ctbuh.org. Your application must include: cover letter, resume, and writing or work sample.