

## CTBUH Global Initiatives Assistant

*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 (CTBUH) mission is critical to promoting a better urban future.*

As a not-for-profit, member-driven organization, CTBUH relies on continuously increasing its value to members and volunteer leaders around the world. The Global Initiatives Assistant serves as a key resource in this effort. This role serves to support the CTBUH Membership and Global Initiatives Director in the steering and coordination of CTBUH Leaders and their activities around the world, including the Board of Trustees, Advisory Group, Regional Representatives, Chapters and Working Groups; as well as support for the organization of key CTBUH and regional events, e.g. the annual international conference and awards events. The person in this position will possess a well-rounded skill set, with the required interpersonal skills to support leader volunteer relationships and activities. They should also possess a detail-oriented and rigorous approach to leadership management ensuring that volunteer leader needs and requests are processed in a timely and accurate manner.

### ▶ RESPONSIBILITIES:

- Coordinate and support CTBUH Global Leadership, including Chapters, Future Leader Committees (FLCs) and Regional Committee members through email and phone communication, electronic file management, mailings, reports, maintenance of tracking logs, communication of website updates, etc.
- Strategize around new growth areas for CTBUH Committees. Assist in identifying and supporting new CTBUH Chapters, FLCs, and Regional Committees, including review of and assisting with Chapter governance documents, contacts outreach, and research, as needed.
- Assist to develop content, promotion and publicity plans for all HQ-led aspects of CTBUH Regional Events and the Global Walking Tour, via the CTBUH website and social media channels. Work with CTBUH experts to manage regional event graphics, branding, event reporting, and development/provision of marketing materials for use on-site.
- Assist in the development and organization of templates, manuals and policies for regional events and leadership resources, including web templates and "best practices" guides.
- Assist in the planning and organization of the CTBUH Annual Leaders meetings and other CTBUH regional meetings, as required.

### ▶ EDUCATION & EXPERIENCE:

- Minimum Bachelor's degree required; plus 2-3 years administrative experience preferred.
- Experience in architecture, urban planning, international relations, public administration and/or business accounting a plus.

### ▶ 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
- Bonus time off between Christmas and New Year's Day, in addition to standard holidays and vacation days.

### ▶ YOU HAVE:

- Strong software skills, specifically MS Office Suite, required; strong experience in Adobe Creative Suite and Salesforce CRM, preferred.
- Experience with reporting through an Association Management System (AMS), and business development skills an advantage.
- Excellent English language oral and written communication skills, including interpersonal/customer service skills.
- Strong typing and data entry with superior accuracy required.
- Excellent organizational skills with strong attention to detail required for managing complex office systems.

## HOW TO APPLY:

Please send a brief cover letter (1) explaining why you would be ideal for this role, along with a resume (2) to [careers@ctbuh.org](mailto:careers@ctbuh.org). **Your application must include: cover letter and resume.**