

## CTBUH Membership 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 (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.

### KEY RESPONSIBILITIES:

- Monitor and help manage digital tools related to CTBUH membership (e.g., Salesforce contacts)
- Assist in the development of company profiles (research company projects, identify company contacts, etc.)
- Coordinate the creation and dissemination of recruitment materials (e.g., assisting with filing, putting together mailings, sending letters, updating powerpoint presentations, members lists, etc.)
- Generate and analyze reports on CTBUH global membership
- Assist with the general coordination of the numerous CTBUH local/regional events
- Perform market and industry research in support of regional membership initiatives
- Collaborate with other interns to present research results through clear and creative outputs

### 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:

- Strong software skills, specifically MS Office Suite (experience with Quick Books is helpful but not required)
- Excellent organizational skills with the ability to juggle multiple tasks simultaneously
- Capability of making independent decisions based on guidelines expressed from the outset
- Familiarity with, or interest in learning about, the tall building industry

## 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 [internship@ctbuh.org](mailto:internship@ctbuh.org). **Your application must include: cover letter and resume.**