

CTBUH Administrative 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 join our Administrative team. All majors are welcome to apply and there will be opportunities to learn relevant, applicable skills for those not already knowledgeable.

▶ KEY RESPONSIBILITIES:

- Assist with the general management of CTBUH member files, reports and databases; CTBUH Customer Relationship Management (CRM) system; and outreach email campaigns.
- Monitor and help manage digital tools related to CTBUH members (e.g., member portal, CRM).
- Coordinate the receipt and dissemination of online publication orders to customers around the world.
- Develop and execute email campaigns promoting member involvement to the CTBUH network.
- Format content and reports on the CTBUH website.

▶ 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:

- 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.
- Familiarity with Microsoft Office and Adobe Creative Suite (InDesign, Illustrator, Photoshop).
- Experience with website administration tools (having moderate knowledge of HTML, CSS, or WordPress is helpful, but not required).

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