

CTBUH Staff Writer

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 CTBUH is seeking a Staff Writer who will serve as a primary author and coordinator for the Council's growing assortment of written outputs, including technical publications, special reports, "coffee table" books, event collateral, and web materials. In this capacity, you will drive a key aspect of the organization's not-for-profit mission: to leverage our research, organizational scope and global influence to guide the next generation of thought leaders in the tall building industry, thus positively impacting the planning and design of the world's urban centers. Will you be a part of that effort?

▶ KEY RESPONSIBILITIES:

- 60%: Provide writing and copy-editing support for CTBUH publications, including: annual awards books, general interest feature publications, industry guides, conference proceedings, and more. Assist the Communications team with overseeing every type of written output for the Council, digital and physical.
- 20%: Assist with internal short-term research projects in support of CTBUH publications, press inquiries, and strategic partnerships.
- 10%: Support the Communications team with regular daily and weekly outputs in relation to the CTBUH Global Tall News feed, "In the Media" articles, and monthly Newsletter.
- 10%: Perform on- and off-site reporting for CTBUH events and provide real-time social media updates via Facebook, Twitter, Instagram, and LinkedIn.

▶ 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 to work with.
- A Downtown Chicago location near public transportation and Lake Shore Drive.
- Gym and bike room access in the building, with CTBUH covering gym membership.
- An office culture that encourages new ideas and rewards personal ownership of tasks.
- Bonus time off between Christmas and New Year's Day in addition to standard holidays and vacation days.

▶ YOU HAVE:

- A Bachelor's degree in a relevant discipline.
- Three to five years minimum professional writing experience.
- Excellent writing and communication skills, with proficiency using the Chicago Manual of Style an added benefit.
- A critical eye for errors and a commitment to excellence in your written work.
- Research skills and the confidence to chase and secure information for your outputs.
- A penchant for rigorous personal organization, and devising methods to track progress and complete tasks.
- Software skills with Microsoft Office.

▶ YOU MIGHT ALSO HAVE:

- An interest in tall buildings, architecture, urban issues, and related topics.
- Proficiency with Adobe Creative Suite and Wordpress.
- HTML and basic front-end web development knowledge.

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.