

VOLUNTEER JOB DESCRIPTION – ULI ALBERTA

Date Posted:	August 23, 2023
Submit Response by:	September
Committee:	CMA Committee
Location:	Calgary
Job Title:	Mission Advancement Committee Member (Position open for 2-3 Members)
Job Description:	<p>ULI-Alberta has big goals for the 2023-2024 year! We will be adding new members, building new programs, and need your help to achieve them. Being on a committee is a great way to build contacts, connect with industry leaders, and help progress one of the largest & most respected real estate organizations in the world.</p> <p>You will:</p> <ul style="list-style-type: none"> • Work closely with the Chair of Mission Advancement (CMA) in overseeing the operations and growth of the District Council. • Assist CMA in making connections with other District Councils across the continent, pulling best practices and helping build ULI-AB's knowledge library. • Assist with research, outreach & meetings as required to help ULI-AB reach strategic & annual plan goals. • Researching connections with potential members and sponsors to help grow ULI-Alberta's impact across the province.
Skills Required:	<ul style="list-style-type: none"> • Strong communication skills (verbal and written); • Research skills, excel proficiency helpful; • Priority given to Students, YLG members & early career professionals. • Some experience in capital markets / real estate finance industry is of interest, but not mandatory. Location in Calgary preferred but not mandatory.
Time Commitment:	4-6 hours per month
Meeting Frequency:	As needed
Term:	Two years
Questions/to apply:	To apply please complete your profile in Navigator or complete the application and send it to nerveen.osman@uli.org and Paul Gedye - paulwgedye@outlook.com