

ULI Baltimore Events Contractor

Location: Baltimore, MD

Timeframe: Immediate – open

Hours: 10-20 hours a week (flexible)

The ULI Baltimore District Council has a contractor opportunity. The contractor will assist with event planning and coordination, as well as district council operations.

Duties:

- Help prep for events – name tags, registration table, set up/clean up
- Attend events
- Register attendees and answer questions they may have
- Manage entire registration process – access reports from ULI database - NetForum
- Maintain contact with members, answer member related questions related to event registrations and membership
- Enter/edit/swap registrations - NetForum

Required Skillset:

- Be organized and punctual
- Have strong communication skills, both in writing and in-person
- Be proficient in Microsoft Office and have the ability to learn new software

Benefits:

- Real-world event planning experience
- Opportunity to work one-on-one with some of Baltimore's top land use professionals and governmental leaders
- Chance to learn about event planning procedures, networking strategies, event management software

Requirements:

- Ability to attend early morning and evening events is required.
- Must have transportation to events so you can set up and take all supplies.
- Ability to travel to events throughout our territory required.
- Ability to work from home or in the office within confirmed staff schedule.
- Demonstrated proficiency/skills in Microsoft Office (Word and Outlook) required.
- Ability to initiate and prioritize tasks and handle multiple tasks concurrently and completely with responsible follow-through and minimal supervision.
- Ability to provide courteous customer service and professional relationships with coworkers in a fast-paced environment.

- Self-motivated, demonstrating meticulous attention to both details and deadlines.
- Interest in real estate, land use, community building/community outreach is a bonus.
- Excellent written communication skills
- Great organizational skills
- Professional oral and written communication and interpersonal skills to work with senior business and public-sector executives

About ULI:

Founded in 1963, we now have almost 40,000 members worldwide, representing the entire spectrum of land use and real estate development disciplines working in private enterprise and public service. A multidisciplinary real estate forum, ULI facilitates an open exchange of ideas, information, and experience among industry leaders and policy makers dedicated to creating better places. Members say we provide information they can trust, and that ULI is a place where leaders come to grow professionally and personally through sharing, mentoring, and problem-solving. With pride, ULI members commit to the best in land use policy and practice.

ULI Baltimore serves Central Maryland and the Eastern Shore to over 560 local members.

For additional information on ULI, please visit www.uli.org, <http://baltimore.uli.org>