

ULI SC - Project Assistant

The Position of Project Assistant

ULI South Carolina is seeking a part-time project assistant in Columbia, SC. The project assistant is a part-time contracted position with ULI South Carolina. The project assistant serves as a professional liaison between the District Council and the local community served by the District Council.

The project assistant serves as an informed resource person to the District Council's Midlands executive committee and members.

Responsibilities & Tasks

- a. Midlands Executive Meeting
 - Attend the monthly Midlands Executive Committee meeting, maintain notes and follow-up for events

- b. Meeting/Event Logistics Support
 - Work with Midlands Executive Committee, Executive Director and Senior Manager to develop and maintain Midlands event calendar;
 - Schedule Midlands meetings and events using registration system; develop flyers & other promotional material.
 - Work with Midlands Executive Committee to identify event venues, AV, secure locations, catering & work with event sponsors; handle meeting logistics.
 - Manage and track event financials including invoicing and accounts receivable.
 - Act as Day of Point of Contact for Midlands events, print name badges and manage on-site registration

- c. Marketing & Communications
 - Assist Senior Manager with Weekly Eblasts
 - Assist in maintenance and updates of social media platforms & website
 - Develop content for monthly newsletter

- c. Special Project Assistance
 - UrbanPlan - Assist in tracking volunteers
 - Provide necessary materials and information to volunteers
 - Assist in scheduling volunteers for classroom roles
 - Order UrbanPlan materials for use in the classroom
 - Capital Markets Conference
 - Graphic layout of banners and signs
 - On-site assistance with registration check-in and general meeting prep

Computer Equipment/Skills Requirements

The following is a list of computer equipment and/or skills required to perform project assistant services:

1. Computer supplied by the project assistant
2. Any software necessary to get the job done. Contractors will have access to ULI's MS Office Suite: Word, Excel, Outlook, and other software platforms through ULI's Cloud service.



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3. High-speed internet access with the ability to access cloud and sufficient bandwidth for virtual meetings/zoom calls.
4. ULI will provide a ULI email address to facilitate single sign on access to ULI systems.
5. Proficiency in Microsoft products for word processing, mail merges, spreadsheets.
6. Data manipulation – ability to manipulate data in Excel to provide leaders with relevant membership and financial reports.
7. Ability to work with graphics files like - TIF, GIF, BMP, EPS, etc.
8. Ability to use ULI's NetForum database to access member records and set up events (will receive training)
9. Ability to use ULI's website platform (WordPress) in order to maintain and update district council webpages.
10. ULI will provide each DC with a Badge program to create badges if it is requested.
11. Use ULI broadcast email platform to send promotional communications (you must use our platform—Real Magnet).
12. A phone number designated to ULI that can be published on all ULI materials.
13. Adhere to ULI's Acceptable Use and Security policy.
14. All employees and contractors are required to complete quarterly security awareness training. Additional training on ULI applications is provided throughout the year and everyone is encouraged to participate.

Terms:

Length of the contract: 1 year – through end of FY26

Fee: \$25/hour, Up to 20 hours per week, not to exceed \$2,000 per month

Additional work/projects will be negotiated in advance and a scope of work and fee structure approved by DC Treasurer, Chair or Vice President, District Councils.

No phone calls please. Please submit resume and letter of interest to southcarolina@uli.org with subject line Project Assistant.