

DEPARTMENT: ULI New Mexico
LOCATION: Albuquerque, New Mexico
REPORTS TO: Dan Majewski



New Mexico

SCOPE OF WORK:

The Contractor provides part-time event, communications, and administrative support to the District Council for approximately 10-20 hours per week.

SPECIFIC RESPONSIBILITIES

ULI New Mexico is seeking support for our team to assist with the following:

Event Management

- Support the ULI New Mexico team in all logistics of meetings and events.
- Research venues for different types of events, of different sizes, in multiple cities.
- Coordinate food and beverage, audio visual, photographers, etc. for all meeting and events.
- Coordinate hotel and restaurant reservations for out-of-town speakers and panelists.
- Obtain estimates from event vendors, transportation companies, etc.
- Input contact information in the ULI database, register guests for events, badge printing and assembling, and assisting in all aspects of event planning.
- Coordinate administrative duties for meeting and events, including speaker PowerPoints, requesting of bios, headshots, downloading registration lists, printing on-site registration forms, membership materials, receipts, etc.
- Work with volunteers and staff onsite at events, includes morning and evening events.

Administrative & Communications Support

- Design and develop formatted emails regarding upcoming events and District Council activities.
- Assist with scheduling of meetings and conference calls.
- Order office and event supplies, books/reports, mailings, copying and general administrative support.
- Order printed materials (i.e., ULI letterhead, envelopes, badge stock, ribbons, etc.).
- Send thank note letters, arrange couriers, make deliveries, run errands and other duties as assigned.

Committee Support

- Attend committee and task force meetings (by phone or in-person), prepare agendas, take minutes, schedule meetings and other aspects of committee work.
- Access records to produce reports, such as member lists, contact information, etc.
- Support ULI New Mexico team and committees in assignments carried out in between meetings.

EXPERIENCE

ULI New Mexico is seeking an individual with strong organization and time management skills who can multitask, pay attention to detail, learn quickly, work independently and productively with responsible follow through.

- A minimum of 1-2 years prior experience in administrative support, communications and/or event management is required.
- Proficiency in Microsoft programs including Outlook, Word, Excel, PowerPoint.
- Proficiency in Google Drive.
- Excels in time management, balancing multiple projects at one time, and capable of prioritizing activities.
- Ability to use basic content management systems and pull data for reports.
- Some event experience desired, but not required.

APPLICATION INSTRUCTIONS:

To apply, please submit a résumé and cover letter to Dan Majewski at dan.majewski@uli.org.



The mission of the Urban Land Institute is to shape the future of the built environment for transformative impact in communities worldwide. With 45,000+ members worldwide, ULI is the oldest and largest network of cross-disciplinary real estate and land use experts in the world. Through our members' dedication to the mission and their shared expertise, the Institute has been able to set standards of excellence in development practice.

Learn more about ULI New Mexico at <https://newmexico.uli.org/>.