



Urban Land Institute
POSITION DESCRIPTION

POSITION TITLE:	Associate, ULI Los Angeles
DEPARTMENT:	District Councils
REGION:	Americas
LOCATION:	Los Angeles, California
REPORTS TO:	Executive Director, ULI Los Angeles
FLSA CLASSIFICATION:	Non-exempt
POSITION STATUS:	Full-time
DATE OF REVISION:	January 2022

ABOUT ULI and ULI LOS ANGELES:

The Urban Land Institute (ULI) is a nonprofit organization whose members represent a wide variety of professions related to real estate and land use. ULI members and staff connect, inspire, and lead through the delivery of the core ULI mission to “Shape the future of the built environment for transformative impact in communities worldwide.”

POSITION SUMMARY:

The Associate is the entry-level position on a close-knit, collaborative, hardworking, and fun-loving staff of four serving ULI Los Angeles’s 1,900 members and presenting over 45 panels, tours, and workshop programs annually.

The ideal candidate will be a professional “people person” who is a multitasker with a passion and educational background aligned to support ULI-LA’s members and annual programs.

The Associate will work closely with leaders in real estate development, architecture, planning, government, engineering, general contracting, law, and finance. The job of the ULI-LA Associate requires a rapid learning curve, is fast paced with concurrent projects, and requires attendance at committee meetings, events, and programs throughout the year.

We seek someone with a strong work ethic, attention to detail, and excellent writing/communications skills. This is an opportunity to expand professional and personal horizons, so familiarity with the fundamentals of real estate and land use policy is preferred.

The person hired for the Associate position plays a critical role in delivering successful ULI programs for education, leadership, mentoring, and advisory services. As such, core skills include event planning, basic accounting for payable and receivable processing, co-managing of volunteer-led programs, general communications and writing, and a high volume of general/digital communications. The position offers the opportunity to be creative, innovate, and contribute to the content development of up to 60 programs per year. The ULI-LA Associate

works closely with the Executive Director, Senior Director, and Manager to maintain administrative, financial, and office operations for the district council.

MAIN DUTIES AND RESPONSIBILITIES:

- Data entry for event management and communications;
- Data entry for accounts payable/receivable;
- Event management;
- Sponsor invoicing;
- Social media management along with content creation and design;
- Administrative support to Manager, Senior Director, and Executive Director;
- Newsletter management—content and design; and
- Attendance at early morning and evening events is required.

PROFESSIONAL REQUIREMENTS:

- 1-3 years of work experience.
- Interest/experience in real estate, land use, placemaking, sustainability, and other core ULI topics, with related nonprofit experience being preferred.
- Strong oral and written communication skills.
- Professionalism to work with senior business and public-sector executives.
- 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 maintain professional relationships with coworkers in a fast-paced environment.
- Self-motivated, demonstrating meticulous attention to both details and deadlines.
- Proven project and office management skills, including creative problem-solving.
- Aptitude for financial management and budgeting.
- Outstanding attention to detail.
- Demonstrated meeting and event coordination experience.
- Demonstrated proficiency/skills in Microsoft Office (Word, Excel, Outlook, and PowerPoint); familiarity/competency with Illustrator and Photoshop.
- Experience in supporting the logistics of virtual/Zoom meetings and events.
- Experience with NetForum and Real Magnet communications software experience is a plus or an ability to learn new systems and web-based tools such as content management systems and internet-based tools for updating and publishing content to a dynamic website.
- Ability to travel to events throughout the region.
- Use of personal vehicle required for local travel.

EDUCATION:

- BA/BS and/or relevant experience.

APPLICATION INSTRUCTIONS:

ULI has a robust benefits package which includes health, dental, and life insurance, vacation and a retirement plan. Compensation is commensurate with experience. Expand HR Consulting (EHR) has been retained to conduct the search. To apply, please submit your letter of interest and resume to EHR, Erica Raphael, Sr. Consultant, eraphael@expandhr.com.

ULI is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.

EOE/m/f/d/v. No relocation reimbursement is offered at this time.