



**POSITION TITLE:** ULI – Silicon Valley Associate

**LOCATION:** Peninsula or South Bay, exact office tbd

**REPORTS TO:** District Council Director & UrbanPlan Director

**POSITION STATUS:** 50% time (20 hr/wk)

**DATE OF REVISION:** November 7, 2011

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**POSITION SUMMARY:**

As ULI has expanded significantly its level of activities on the Peninsula/South Bay, ULI San Francisco District Council is seeking a 50% time staff person to 1) support and expand our South Bay events; 2) help manage our UrbanPlan curriculum at three Peninsula High schools and at San Jose State University; and 3) support and expand our sponsors and membership in the South Bay. As an integral part of the District Council team, this new Associate position will serve as a professional liaison between the District Council and Silicon Valley land use professionals. Often times the Associate is the face of the local ULI District Council. The position necessitates travel to ULI District Council meetings/events and some early mornings and evenings. The Silicon Valley Associate will report directly to the District Council Director and UrbanPlan Director on a daily basis, and will attend twice monthly District staff meetings at our San Francisco office.

**SPECIFIC RESPONSIBILITIES:**

South Bay Events

- Coordinate speakers.
- Coordinate venue logistics and vendors.
- Prepare quarterly South Bay committee meeting collateral materials.
- Participate in bi-weekly South Bay conference calls.
- Provide setup, onsite staffing, and takedown.
- Train and manage onsite registration volunteers.
- Market events.
- Post South Bay events on website.

UrbanPlan Program:

- Coordinate ULI member volunteer and teacher trainings, including: send materials to trainees, assign roles, send reminders, attend and help conduct training sessions, arrange for meals.
- Support ULI member “School Champions” in their recruitment effort, including: send them list of trained volunteers, send schools’ UrbanPlan calendar, coordinate UrbanPlan logistics to schedule facilitators and city council members, tracking, address any difficulties with volunteers.

- Support ULI member volunteers, including: coordinate visits to schools, all logistics related to their participation, create city council packages for presentation day, arrange for meals, attend school when volunteers are scheduled. Update volunteer database, send thank you notes.
- Work with teachers to: determine schedule, develop timing and logistics of student presentations, determine number of facilitators and jurors, identify teacher's high value issues (i.e. affordable housing, risk, financing, team roles, etc.), respond to questions, assisting in classrooms, monitor quality, deliver materials, conduct evaluations. Send thank you notes and gift certificates to teachers at the end of each school year
- Solicit recommendations on new teachers from members and current teachers.
- Maintain and deliver to schools UrbanPlan supplies and materials including: lego kits, laptop computers, flashdrives, handbooks, site plans.

Sponsorship:

- Foster strong relationships with South Bay Sponsors (currently six)
- Identify and cultivate new South Bay Sponsors, with the goal of covering costs to enable increasing position to full time with 18-24 months.

Membership:

- Support South Bay Committee Liaison with Membership Committee recruitment and retention efforts.
- Promote pilot Local Product Council Program.
- Organize annual South Bay MY ULI Nite.
- For larger ULI and joint events, set-up and manage Membership table.

**INTERNAL RELATIONSHIPS:**

District Council Director, UrbanPlan Director, South Bay Committee Co-Chairs, South Bay Committee members, South Bay members, Executive Director, Manager and San Francisco-based Associate.

**REQUIREMENTS:**

- BA degree.
- 2-4 years of related experience; including experience in events management.
- Advanced computer skills.
- Strong professional oral and written communication and interpersonal skills to work with senior business and public sector executives.
- Ability to initiate tasks and assume responsibility, and to work with minimal supervision in a high production and high visibility position.
- Ability to prioritize tasks, to handle multiple tasks concurrently and completely, with responsible follow-through.
- Knowledge of Silicon Valley real estate and land use community.
- Must own car and valid driver's license.