

ATLANTA BELTLINE, INC.
CONSTRUCTION MANAGEMENT FELLOWSHIP

Position Description

The BeltLine represents a tremendous opportunity to positively impact the way Atlanta will mature as a great city. The BeltLine will enrich Atlanta's quality of life with parks, trails, transit, and economic development and set a national standard for transformative investment, sustainable growth, and equitable development.

Atlanta BeltLine, Inc. (ABI) is accepting applications for fellows intended to increase the capacity and diversity of our staff. Our Fellowship Program seeks to provide temporary, part-time invaluable work experience for graduate-level individuals.

The Construction Management Fellowship is a position designed to provide administrative, technical and general support to the ABI Design staff. This professional will directly support the Director of Design, his/her direct reports and the project managers. In this capacity, this individual will work very closely with ABI's Staff and will receive direction to ensure objectives are achieved and deadlines are met. This role involves frequent interaction with various levels of internal and external contacts, assistance with projects, and continuous improvement of ABI's systems.

This position offers practical experience to students who are preparing to work in the field of Construction Management. The fellow will assist in the observation of construction activities, as well as play a key role in the construction of Stanton Park, Boulevard Crossing Park and Historic Fourth Ward Park. We are seeking candidates that can work 20 to 40 hours per week. Work schedules will be set upon hiring and are flexible to accommodate class schedules.

GENERAL RESPONSIBILITIES

- Provide technical and other project-related administrative support for the BeltLine staff.
- Record, capture and/or transcribe meeting minutes or notes, as requested.
- Develop and/or maintain spreadsheets and databases for the purposes of tracking project specific information.
- Organize, file, and maintain documents, including maps, records of correspondence and related materials.
- Research relevant topics including best-practices from cities throughout the country.
- Draft position papers and other media supporting BeltLine efforts.
- Obtain information online or directly from external vendors, as requested.
- Interact effectively with all staff levels and partner with team leadership.
- Complete other tasks and duties, as assigned.

PRIMARY RESPONSIBILITIES

- On-site construction observation.
- Review and verification of installed quantities of materials.
- Detailed photography of construction activities.
- Ability to maintain detailed and cogent field notes.

SKILLS AND QUALIFICATIONS

Successful candidates will demonstrate strong professionalism, discretion, communication skills, technological savvy, and an ability to manage multiple tasks and competing priorities. The ideal candidate is a flexible and mature professional who is a quick learner, demonstrates strong personal initiative, attention to detail and task follow-through, and thrives in a fast-paced environment. The ideal candidate will be a first-year graduate student focusing on Engineering, Architecture, Landscape Architecture, Construction Management or a related field. Familiarity with construction practices, preferably through past work experience, is preferred. The ideal candidate should also:

- Ability to read construction plans and specifications.
- Have reliable transportation.
- Be highly organized with good time-management skills.
- Be able to multi-task and handle a fast-paced, dynamic, environment.
- Have proven outstanding customer service skills.
- Have the ability to work independently.
- Be detail-orientated.
- Possess excellent research, writing, communications and analytical skills.
- Exhibit excellent word processing skills and proficiency with spreadsheets.
- Have GIS or web site design experience.
- Exhibit evidence of a strong ability to establish and maintain systems for organizing work.
- Possess well-developed time management skills.
- Be able to work efficiently and with minimum supervision.
- Have demonstrated the ability to anticipate needs, to seek out relevant information and to provide appropriate and timely responses.
- Possess strong professionalism, interpersonal skills, and telephone manner.
- Be a team player with history of effective collaboration and meeting deadlines.

BENEFITS

- Exposure to the country's largest urban redevelopment project.
- Opportunity to research and develop robust communications materials addressing complex issues facing urban environments around the country.
- College credit, if appropriate.
- Letters of recommendation provided upon successful completion of the fellowship.
- Opportunity to interact with civic and community leaders.

Interested candidates should submit a cover letter and resume to jobs@atlbelpline.org.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer.