

ATLANTA BELTLINE, INC.
COMMUNITY ENGAGEMENT 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 Community Engagement Fellowship is a position designed to provide clerical, administrative, technical and general support to ABI staff. This professional will directly support the Director of Community Engagement, 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 Planning or Community Relations. We are seeking candidates that can work 15 to 20 hours per week. Work schedules will be set upon hiring and are flexible to accommodate class schedules. Candidates must be able to attend evening meetings.

GENERAL RESPONSIBILITIES

- Provide clerical, technical and other project-related administrative support for ABI 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

- Evaluate and improve the delivery and effectiveness of the BeltLine Community Engagement Framework
- Receive, direct and track community concerns and provide issues resolution
- Plan, coordinate and convene BeltLine Quarterly Briefings, Study Groups and other community engagement meetings

- Consistently attend various community and stakeholder meetings for advocacy organizations, neighborhood coalitions, faith-based alliances, etc. to build and maintain strong grassroots relationships around the BeltLine.
- Manage and update the internal master public meeting calendar for BeltLine team.
- Assist in the ongoing maintenance and timely updates of the BeltLine website.
- Assist in the creation of communication materials for BeltLine-wide planning meetings and related activities as directed.
- Document BeltLine attendance and update an electronic/online database of participants in the Community Engagement Framework.
- Update advisory board pages at the BeltLine website as directed.
- Various distribution and outreach activities as directed.

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 Planning, Communications or a related field. Familiarity with public engagement, preferably through past work experience, is preferred. The ideal candidate should also:

- 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 and PowerPoint.
- Familiarity with iContacts or similar software strongly encouraged.
- 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 to represent the BeltLine and Atlanta BeltLine, Inc. well at all times.
- 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.

T:\HR\Interns\Spring-Summer 2010\ABI Community Engagement Internship Job Description.doc