



PROJECT ASSISTANT Position Description

The Atlanta BeltLine is the largest public infrastructure redevelopment program in Atlanta's history that includes 22 miles of light-rail (streetcar) transit located in the Atlanta BeltLine corridor, 33 miles of trails, over 1,200 acres of new parkland, 46 miles of new streets and streetscapes, public art, 1,100 acres of brownfield reclamation, and the creation of more than 30,000 jobs and 5,600 affordable housing units in the neighborhoods surrounding the underutilized railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all program and projects.

Working directly with departments of Marketing & Communications, Planning & Community Engagement and Government Affairs, the Project Assistant performs a variety of technical, analytical and administrative support duties to facilitate the efficient and effective operation of the respective departments. The Project Assistant must be creative and enjoy working within an entrepreneurial, fast-paced environment that is mission-driven and community oriented. They must also understand the impacts of institutional and systemic barriers on marginalized communities and possess a commitment to integrating equity and inclusion throughout all facets of their work.

Position Responsibilities

- Demonstrate a high degree of professionalism, initiative and independence in supporting the departments on a wide variety of complex issues;
- Compose, review and edit a variety of routine to moderately difficult correspondence, reports, and informational materials;
- Promote the Vision, Mission and Core Values of ABI while fostering a collegial work environment;
- Organize and maintain project files and databases;
- Assist with processing invoices, scheduling meetings and preparing presentations;
- Keep records of all information related to projects for documentation, clarification and presentation to management.
- Assist with special projects which may require extensive research, due diligence data gathering;
- analysis, and preparation of presentations/manual;
- Perform backup front desk administrative duties from time to time;
- Perform other duties as assigned.

Education and Experience:

Bachelors' degree in business, urban planning, communications, or related field.

Skills and Abilities:

- Exemplify strong problem-solving skills and "next-step" thinking with ability to anticipate needs and identify, improve and implement processes.

- Proficient in Outlook, Excel, Word and PowerPoint with strong ability to put together presentations knowing the general direction/message and without much oversight.
- Experience with MailChimp, Salesforce, Eventbrite and/or WordPress preferred.
- Ability to communicate, both oral and written, across all levels in the organization.
- Experience working in a pressured environment and effectively managing competing demands in short timescales.
- Ability to multitask with excellent time management and organizational skills.
- Exemplify strong ability to be flexible, resourceful and make sound judgments.
- Ability to maintain positive relations with internal and external contacts.
- Experience working in a pressured environment and effectively managing competing demands in short timescales.
- Ability to work as a part of a team delivering complex tasks.
- Experience working within the public sector desirable.

How to Apply:

Interested candidates should submit a cover letter and resume to jobs@atlbelpline.org by September 25, 2020.

A cover letter is required for consideration.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer.