



EXECUTIVE ASSISTANT Position Description

The Atlanta BeltLine, Inc. is the largest public infrastructure redevelopment program in Atlanta's history and includes 22 miles of light-rail (streetcar) transit, 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.

The Executive Assistant provides full clerical, administrative and general office support to the Chief Operating Officer and the Chief Equity and Inclusion Officer. This role involves frequent interaction with senior level internal and external contacts, completion of independent projects, and the development and continuous improvement of ABI's core administrative and operating systems. Successful candidates will demonstrate strong professionalism, discretion, communication skills, technology savvy, and an ability to manage competing priorities. The Executive Assistant will be someone who is flexible, a quick learner, thrives in a fast-paced environment, has a strong attention to detail and is conscientious with task follow-through.

Primary Responsibilities

- Manage and maintain the COO and CEO's daily and long-range calendar; Expertise in Outlook required;
- Demonstrate a high degree of professionalism, initiative and independence in supporting the COO and CEO on a wide variety of complex issues;
- Manage logistics and arrangements for Board meetings, staff meetings and other organizational meetings which may include early start times;
- Compose, edit, proofread, and distribute correspondence, reports and related materials;
- Organize, file, and maintain documents including records of correspondence and related materials;
- Receive, refer and/or respond to email, fax, phone call, and voice mail messages;
- Plan meeting or event logistics and organize briefing materials;
- Provide clerical, administrative, and other project-related support to Atlanta BeltLine, Inc. staff;
- Cross train to provide coverage for other admin. team members when necessary including rotating coverage of reception desk;
- Complete other tasks as requested; tasks may be complex and require anticipation of needs or circumstances;
- Understand the impacts of institutional and systemic barriers on marginalized communities and a commitment to integrating equity and inclusion throughout all facets of your work;

- Promote the Vision, Mission and Core Values of ABI while fostering a collegial work environment.

Position Requirements

Education: Bachelor's degree preferred.

Experience: 5-7 years of directly related experience; minimum of 2 years experience assisting C-suite executives required.

Required Skills:

- Exemplify strong problem solving skills and “next-step” thinking with ability to anticipate needs and identify, improve and implement processes.
- Demonstrated excellence in grammar usage, writing, editing and proofreading.
- Excellent word processing skills (Word) and proficiency with spreadsheets (Excel) and PowerPoint; familiarity with databases preferred.
- Evidence of strong ability to establish and maintain systems for organizing work; well-developed time management skills.
- Demonstrated ability to work with minimum supervision, using good judgment in a fast-paced environment with stringent deadlines, multiple parties involved, and strict confidentiality requirements.
- Demonstrated ability to anticipate needs, to seek out relevant information and to provide appropriate and timely responses.
- Strong professionalism, interpersonal skills, and telephone manner to represent the Atlanta BeltLine, Inc. well at all times.
- Team player with history of effective collaboration and meeting deadlines under pressure.

How to Apply:

Interested candidates should submit a cover letter and resume to jobs@atlbeltline.org by July 5, 2019.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer.