



## Engage Program Coordinator Job Description

### About the Atlanta BeltLine Partnership

As one of the largest, most wide-ranging urban redevelopment programs in the United States, the Atlanta BeltLine ([www.beltline.org](http://www.beltline.org)) is the catalyst for making Atlanta a global beacon for equitable, inclusive, and sustainable city life. It is improving the quality of life for all Atlantans through investments in parks, trails, transit, streetscapes, affordable housing, public art, economic development, job creation, and environmental cleanup.

The Atlanta BeltLine Partnership (ABP) is the 501c3 nonprofit organization formed in 2005 to support the Atlanta BeltLine project. The Partnership **enables** the Atlanta BeltLine project by raising private and philanthropic funding, **engages** the public through programming, events and activities, and **empowers** residents in Atlanta BeltLine neighborhoods through partnerships that bring about positive outcomes in the areas of health, housing and economic development.

In delivering its mission, ABP collaborates with Atlanta BeltLine, Inc. (ABI), the entity tasked with the implementation of the Atlanta BeltLine vision. Working closely with the City of Atlanta and partner organizations, ABI oversees all aspects of planning, developing, and executing of the project.

The Atlanta BeltLine Partnership plays the critical role of raising philanthropic capital to support the implementation of the Atlanta BeltLine, having raised more than \$200 million to date.

Equally important, The Partnership manages a robust portfolio of programs that maintain strong, broad-based civic and community support for the Atlanta BeltLine and enhance the ability of the investments in Atlanta BeltLine infrastructure to yield positive health, economic, and other social outcomes for residents in Atlanta BeltLine neighborhoods.

Led by a small core staff, ABP accomplishes its objectives via myriad partners, a network of specialized contractors, and hundreds of active volunteers.

### Position Overview

**Title:** Engage Program Coordinator  
**Reports to:** Associate Director of Engage Programs

**Department:** Programs  
**Employment Status:** Full-Time

The Engage Coordinator will play a vital role in supporting ABP's programs and events that engage the public to build broad-based support for the Atlanta BeltLine. Working with the Associate Director of Engage Programs, you'll play a crucial role in executing projects, educating, informing, and engaging with the public about the Atlanta BeltLine project and its impact on the city.



The Engage program portfolio helps people learn about, enjoy, beautify, and advocate for the Atlanta BeltLine. It also plays an important role in attracting and retaining sponsors and individual donors.

Programs include:

- **Volunteering:** Volunteers are critical to our success; many companies connect with the BeltLine this way. Volunteers care for parks and trails through Adopt-the-BeltLine, service days, and other beautification projects, help deliver our programs and events, and serve as BeltLine ambassadors.
- **Tours:** We offer bus, bike, and walking tours with trained tour guides to help people learn about and experience the BeltLine first-hand.
- **Free Fitness:** We provide the City of Atlanta's largest free fitness program with dozens of instructors, hundreds of classes, and thousands of participants each year.
- **Walk with a Doc at Cook Park:** We partnered with the Alliance for the Activation for Cook Park, Walk with a Doc, and Morehouse School of Medicine for monthly walks at Cook Park in Vine City.
- **Atlanta BeltLine Race Series and Run Club:** Our partnership with the Atlanta Track Club allows runners, walkers, and dogs to enjoy the BeltLine and build camaraderie by participating in three annual races and weekly meet-ups around the BeltLine.
- **Special Events:** ABP hosts community events in partnership with Atlanta BeltLine, Inc., we connect with the community through special events like the Atlanta BeltLine Lantern Parade, Big Tigger's BeltLine Bike Fest, and more.

### Key Responsibilities

Provide support for ABP's portfolio of Engage programs and events, including:

- Coordinate logistics.
- Assist in grassroots and community outreach and engagement.
- Recruit, train, and manage volunteers.
- Collaborate with partners, including Atlanta BeltLine, Inc., Atlanta Track Club, Trees Atlanta, Park Pride, and the City of Atlanta.
- Oversee vendors, contractors, and interns.
- Contribute to planning, budgeting, expense management.
- Track program and event data and recommend process improvement.
- Undertake additional responsibilities as assigned, including occasional evening and weekend work.

### Skills and Abilities

The ideal candidate will display the following skills and abilities:

- Attention to detail
- Strong organizational skills
- Ability to meet deadlines
- Ability to work independently and make well-reasoned decisions
- Ability to work effectively despite interruptions
- Ability to learn and follow processes and procedures
- Initiative to resolve problems, recommend improvements, and implement solutions
- Self-awareness and receptivity to constructive feedback
- Ability to learn and adapt to new technology that supports office and program administration
- Ability to meet and deal with the public and staff in a pleasant and courteous manner



- Proper telephone etiquette
- Excellent written and verbal communication skills (English), including correct grammar and spelling
- Positive, friendly, team-oriented attitude
- Ability to maintain and protect confidential information
- Knowledge of and passion for the Atlanta BeltLine project
- Bi-lingual preferred.
- Ability to work some nights and weekends.

### Education & Experience

- Associate Degree or higher
- 2-3 years of relevant professional experience (non-profit experience preferred).
- Proficient use of Microsoft Office Suite (Word/Excel/PowerPoint/Outlook) and general comfort level with computer software
- Strong professionalism, interpersonal skills, and telephone manner to represent the Atlanta BeltLine Partnership well at all times
- Ability to lift up to 25 pounds

This position can operate mostly remotely on a Monday - Friday schedule, with at least one day per week at the Atlanta BeltLine Partnership offices meeting with ABP staff and Manager. Weekend work may be required.

### Compensation & Benefits

Annual salary of \$50,000, with employer-paid health, dental, vision, and life insurance, free parking, and the option to contribute to a 401(k) plan.

We offer a collaborative, fast-paced, hybrid work environment. We have an open office with other amazing non-profit organizations in the 970 Jefferson building, located directly on the Westside BeltLine Connector Trail. There are great food options nearby.

You might get to meet a celebrity one day, and build relationships with community and corporate leaders the next while knowing you are helping improve the quality of life in Atlanta.

### How to Apply

Please send a resume and cover letter to [work@atlblp.org](mailto:work@atlblp.org) by March 25, 2024

The Atlanta BeltLine Partnership is an equal opportunity agency. It does not unlawfully discriminate based on race, sex, age, color, religion, national origin, marital status, veteran status, disability status, sexual orientation, or any other basis prohibited by federal, state, or local law. Please let the Atlanta BeltLine Partnership know if you need a reasonable accommodation to perform the position's essential functions.