

ATLANTA BELTLINE, INC. FELLOWSHIP PROGRAM

Landscape Architect Position Description

The Atlanta BeltLine represents a tremendous opportunity to positively impact the way Atlanta will mature as a great city. The project 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 students, or a 5th year landscape architecture candidate.

The Atlanta BeltLine Fellow is a position designed to provide clerical, administrative, technical and general support to ABI staff. This professional will directly support the Director or Senior staff member in one of several disciplines including Affordable Housing, Public Art, Communications, Community Engagement, Construction, Economic Development, Engineering, Geographic Information Systems (GIS), Landscape Architecture, Real Estate, Transit and Transportation. In this capacity, the Fellow 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 several disciplines including, but not limited to: Urban Planning, or Landscape Architecture. We are seeking candidates that can work a minimum of 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 periodically.

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.
- Develop, organize, file, and maintain documents, including maps, records of correspondence and related materials.
- Research relevant topics including best-practices from cities throughout the country.
- Assist in development of Survey Questionnaire
- Compile trail user counts 1 weekday morning and afternoon (2 hours each) and 1 weekend day (2 hours each)
- Initiate survey data collection of trail users during a 1 hour time period as noted above
- Attend project meetings with LA staff
- Make construction site visits with LA staff
- Obtain information online or directly from external vendors, as requested.

- Interact effectively with all staff levels
- Complete other tasks and duties, as assigned.
- Staff and assist with Atlanta BeltLine meetings and events

SKILLS AND QUALIFICATIONS

The ideal candidate is a quick learner who demonstrates communications and technical skills and possesses the following skills:

- Highly organized with good organization and time-management skills
- Able to multi-task and handle a fast-paced, dynamic, environment
- Ability to interact with consultants and contractors in a professional manner
- Ability to work independently with minimum supervision
- Possess excellent research, writing, communications and analytical skills
- Familiarity with Microsoft Word, Power Point, Excel, AutoCAD, Photoshop, and InDesign
- Ability to plan work and meet 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.

We are accepting candidates for the Summer Fellows Program (May to August 2013), and the Academic Year Fellows Program (August 2013 to May 2014).

Interested candidates should submit a cover letter and resume by **5 p.m. on Friday, March 1, 2013** to jobs@atlbeltline.org. (**Note, please indicate in your cover letter if you are applying for the summer or for the Academic year.*)

Atlanta BeltLine, Inc. is an Equal Opportunity Employer.