

ATLANTA BELTLINE, INC. FELLOWSHIP PROGRAM

Landscape Architecture Fellow 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 invaluable temporary, part-time work experience for graduate students, or a 5th year landscape architecture candidate.

The Landscape Architecture Fellowship is a position designed to provide clerical, administrative, technical and general support to the ABI field staff. This professional will directly support the Senior Landscape Architect, the Landscape Architect, and the project managers. In this capacity, this individual will work very closely with ABI's field 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 construction projects, and continuous improvement of ABI's core administrative and operating systems.

This position offers practical experience to students who are preparing to work in several disciplines including, but not limited to Landscape Architecture, Urban Design, Project Management, and Construction Management. 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 field 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.
- Attend project meetings with landscape architecture staff.
- Make daily construction site visits with landscape architecture 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 time-management skills.
- Ability 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 minimal supervision.
- 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.
- Construction Management experience unique to students
- Opportunity to research 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.

ABI is accepting candidates for the Summer Fellows Program (May to August 2015), and the Academic Year Fellows Program (August 2015 to May 2016).

Interested candidates should submit a cover letter and resume by **5 p.m. on Wednesday, March 25, 2015** to jobs@atlbeltline.org. Late submittals will not be reviewed. Please indicate in your cover letter which term you are applying for. You may apply for one or both terms.

Atlanta BeltLine, Inc. is an Equal Opportunity Employer.