



ATLANTA BELTLINE, INC.
HOUSING POLICY AND DEVELOPMENT COORDINATOR
Position Description

POSITION SUMMARY

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 workforce housing units in the neighborhoods surrounding the underutilized railroad corridor.

The Housing Department leads the facilitation and creation of 28,000 new housing units including 5,600 units of affordable workforce housing. Creation of affordable workforce housing includes working with families, specifically owner-occupied rehabilitation and downpayment assistance. It also includes work with the real estate development community, namely creating mechanisms to control and dispose of land and providing incentives for affordable workforce housing. To date, Atlanta BeltLine, Inc. and Invest Atlanta have supported or influenced over 1,000 units of housing along the Atlanta BeltLine.

The Housing Policy and Development Coordinator will be a key part of the Atlanta BeltLine, Inc. (ABI) Housing Department and will report directly to the Housing Policy and Development Director. A primary focus area of the Housing Policy and Development Coordinator will be the coordination and execution of a nascent owner-occupied rehabilitation program. Additionally, the Housing Policy and Development Coordinator will provide assistance in the management of a downpayment assistance program, assistance in the predevelopment of ABI owned lands, data and analysis to track housing progress and trends along the Atlanta BeltLine, and general and administrative support to the Housing Director in the implementation of the Atlanta BeltLine housing program.

The Housing Policy and Development Coordinator must represent ABI in a professional manner in all dealings with citizens, patrons, developers and vendors and apply fundamental principles of ABI to daily activities, including but not limited to Equitable Development, Brownfield Remediation, job creation, economic development, historic preservation, art and street scape improvements, parks, trails, and transit.

PRIMARY RESPONSIBILITIES

- Coordinate, organize, and execute an owner occupied rehabilitation program. This includes management of and coordination with construction managers, inspectors, homeowners, and financial institutions.
- Assist in the execution of downpayment assistance program.
- Support the predevelopment of ABI owned lands with the intent of advancing ABI's affordable workforce housing and jobs objectives. This includes real estate finance, market analysis, and other research and coordinating with the project team on design and other due diligence.
- Assist the Housing Policy and Development Director with certain tasks, including preparing digital presentations, writing reports, preparing and sending letters and mailings, circulating check requests, and answering questions in the housing voicemail and email inbox.
- Ensure housing efforts and trends are properly tracked, analyzed, and communicated internally and with project stakeholders.
- Assist with Economic Development tasks assigned by the Housing Director.
- Manage the receipt and payment of invoices through ABI's internal process.
- Write requests for proposals for consultants, contractors, and other services required to implement the ABI housing program.

SKILLS & QUALIFICATIONS

Education:

- Bachelor's Degree in Real Estate, Business, or related field required. Master's degree preferred.

Experience and Required Skills:

- A minimum of 5 years' experience in community development, architecture, planning, or real estate. Equivalent combination of education, training and experience will be given consideration.
- Excellent organizational skills with the ability to prioritize workflow.
- Excellent written and verbal communication skills and interpersonal skills, especially in the area of communicating with a variety of stakeholders, including the general public, contractors, public sector employees, and developers.
- Ability to efficiently complete all required tasks, issues, projects as outlined in this Position Description.
- Proven expertise in compiling, analyzing, and presenting data using MSExcel.
- Proven expertise in quickly assembling attractive Powerpoint presentations.
- Experience with owner occupied rehabilitation programs a plus.
- Experience with generating maps and graphics a plus.

Interested candidates should submit a cover letter and resume to jobs@atlbelpline.org by **March 10, 2016.**