



ATLANTA BELTLINE, INC.
ASSET MANAGEMENT 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 housing units in the neighborhoods surrounding the underutilized railroad corridor. In addition, Atlanta BeltLine, Inc. (ABI) is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all program and projects.

The Asset Management Coordinator (the "Coordinator") will report directly to the Director of Real Estate and Asset Management and will provide administrative support to the entire ABI Real Estate and Asset Management Team. Specifically, the majority of the Coordinator's duties will be to assist with the timely completion of maintenance activities across ABI's 300+ acre portfolio. Additionally, the Coordinator will support real estate activities by ensuring the timely completion of due diligence. The Coordinator will also perform contract management services and monitor compliance with contract terms. A high level of coordination and communication with ABI's third party property management firm will be required, along with other ABI asset management partners, such as the City of Atlanta, Trees Atlanta, Park Pride, the Atlanta BeltLine Partnership, and the public. Internally, the Coordinator will need to collaborate consistently with all ABI departments.

PRIMARY RESPONSIBILITIES

- Assist with the performance of ABI's asset management responsibilities by obtaining bids from qualified contractors, monitoring their work, and providing direction when necessary.
- Become thoroughly familiar with ABI assets through routine site inspections.
- Assist with land acquisitions through coordination of due diligence efforts.
- Monitor existing contracts for timely payment, expirations, and any and all provisions.
- Communicate effectively with the City of Atlanta and other partners.
- Provide tours of ABI assets to film scouts and manage potential filming contracts.
- Update ABI database of acquisition opportunities as requested.
- Assist with the development of tools and processes to improve the efficiency of the Team.
- Facilitate certain requests for licensing of ABI assets from initial inquiry to end of contract.
- Track special events and volunteer efforts on ABI assets.

- Provide general administrative assistance to the Director of Real Estate and Asset Management and other duties as assigned.

SKILLS & QUALIFICATIONS

Education:

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

Experience and Required Skills:

- 2+ years' experience in asset/property management required, with experience in commercial land acquisition/development support a plus.
- Willingness and flexibility to perform both office work and field work, in a variety of weather conditions.
- 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 outlined in this Position Description.
- Proven experience working with MS Excel and generating maps and graphics.
- Equivalent combination of education, training and experience will be given consideration.

**Candidates should submit a cover letter and resume to jobs@atlbeltline.org by
March 6, 2020.**

Cover Letter Required for consideration