

Atlanta BeltLine Partnership

Resource Coordinator

Position Description

About the Atlanta BeltLine Partnership

The Atlanta BeltLine is a sustainable redevelopment project that is among the largest, most wide-ranging urban revitalization programs currently underway in the United States. The project is creating a 22-mile loop of public parks, multi-use trails, and transit along with a set of historic railroad corridors.

The Atlanta BeltLine Partnership **enables** the Atlanta BeltLine project by raising funds from the private sector and the philanthropic community, **engages** the public through programming and outreach and **empowers** the residents of the 45 Atlanta BeltLine neighborhoods through targeted partnerships in the areas of health, housing and economic opportunity.

Position Responsibilities

Resource Coordinator(s) will provide programmatic and outreach support to the Atlanta BeltLine Partnership staff, including the Associate Director of Programs (Empower), Associate Director of Programs (Engage), and the Marketing and Communications Department. Resource Coordinators will be an integral part of the team helping to share information about ongoing programs and events to BeltLine residents. This is a grant funded position through November 2022, with the possibility of extension.

Programs and Events include:

- Legacy Resident Retention Program (Empower)
- Home Empowerment Workshops (Empower)
- Workforce Development Initiatives (Empower)
- Special Events, as applicable (Engage)

Community outreach support:

- Distribute information about Atlanta BeltLine Partnership programs and/or events to specific community locations and through door-to-door outreach in BeltLine neighborhoods.
 - Community locations could include churches, libraries, nonprofit organizations, local gathering points, etc.
- Distribute information via yard signs, flyers at community distribution centers, door-to-door information sharing, etc.
- Attend community meetings, including NPU, neighborhood associations, and other local organizations.
- Represent the Atlanta BeltLine Partnership at neighborhood events.
- Stay up to date on BeltLine information by attending regular update meetings with staff.
- Other community outreach activities as assigned.

Skills and Abilities

The ideal candidate will display the following skills and abilities:

- Ability to manage time well
- 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
- Familiarity and comfort with office machines and equipment including fax, postage meter, copier, calculator, computer work-stations, telephone system, voice mail systems, transcribing equipment, etc.
- 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 and email etiquette
- Positive, friendly, team oriented attitude
- Ability to maintain and protect confidential information
- Knowledge of and passion for the Atlanta BeltLine project

Preferred Qualifications

- Access to reliable transportation for daily outreach routes
- Bilingual (Spanish), optional
- Familiarity with Atlanta BeltLine neighborhoods
- Resident of a BeltLine community

Hours and Compensation

This is a part-time position, with an anticipated 15-20 hours per week. Compensation of \$20.00/hour. Gas reimbursement will be available.

How to Apply

[Please fill out the job application with attached resume.](#)

The Atlanta BeltLine Partnership is an equal opportunity agency and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veterans 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 in order to perform the essential functions of the position.