



## **PROJECT ASSISTANT/ ADMIN**

The Atlanta BeltLine, Inc. (ABI) is the largest public infrastructure redevelopment program in Atlanta's history that includes 22 miles of light-rail 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 an underutilized railroad corridor. In addition, ABI is committed to advancing equity and inclusion within the organization, along the corridor, and throughout all programs and projects.

Working directly with department directors and staff, the Project Assistant performs a variety of technical, analytical and administrative support duties to facilitate the efficient and effective operation of one or more Atlanta BeltLine, Inc. departments. The Project Assistant must be creative and enjoy working within an entrepreneurial, fast-paced environment that is mission-driven and community oriented.

### **Position Responsibilities**

- Demonstrate a high degree of professionalism, initiative and independence in supporting the departments on a wide variety of complex issues;
- Compose, review and edit a variety of routine to moderately difficult correspondence, reports, and informational materials;
- Organize and maintain project files and databases;
- Assist with processing invoices, scheduling meetings and preparing presentations;
- Keep records of all information related to projects for documentation, clarification and presentation to management.
- Assist with special projects which may require extensive research, due diligence data gathering, analysis, and preparation of presentations/manuals.
- Perform other duties as assigned.

### **Education and Experience:**

Bachelors' degree required.

### **Skills and Abilities:**

- Exemplify strong problem-solving skills and "next-step" thinking with ability to anticipate needs and identify, improve and implement processes.
- Proficient in Outlook, Excel, Word and PowerPoint with strong ability to put together presentations knowing the general direction/message and without much oversight.
- Ability to communicate, both oral and written, across all levels in the organization.
- Experience working in a pressured environment and effectively managing competing demands in short timescales.

- Ability to multitask with excellent time management and organizational skills.
- Exemplify strong ability to be flexible, resourceful and make sound judgments.
- Ability to maintain positive relations with internal and external contacts.
- Experience working in a pressured environment and effectively managing competing demands in short timescales.
- Ability to work as a part of a team delivering complex tasks.
- Experience working within the public sector desired.

**Interested candidates should submit a cover letter and resume to [jobs@atlbeltline.org](mailto:jobs@atlbeltline.org).**

*Atlanta BeltLine, Inc. is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class.*

*Equity Note: Research suggests that women and Black, Indigenous, and other persons of color are less likely than men and white job seekers to apply for positions unless they are confident that they meet 100 % of the listed qualifications. We strongly encourage all interested individuals to apply, and allow us to evaluate the knowledge, skills and abilities that HOLD: VP Communications Exec. Round Interview you demonstrate, using an intentional equity lens.*

