

## **Atlanta BeltLine Partnership Canvasser (10 Positions Open) 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 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, **engaging** 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**

The Canvasser(s) will be responsible for the implementation of a direct outreach marketing program in Atlanta in pre-designated areas. The Canvasser will work in teams to administer questionnaires at each household and distribute resources and information. A team of 10 canvassers will be hired to work an anticipated 20 hours a week.

The Canvasser will:

- Engage in door-to-door outreach activities including, administer electronic surveys, engage with household residents, and distribute given materials to households.
- Manage proper gathering of household data via software provided.
- Distribute information via yard signs, flyers at community distribution centers, door-to-door information sharing, etc.
- Attend community meetings, including NPUs, neighborhood associations, and other local organizations, as needed.
- Build and maintain strong relationships with community partners and residents.

### **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 both independently and interdependently 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
- 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
- Confidently answer questions that future program participants will have

### **Preferred Qualifications**

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

### **How to Apply**

Please email your resume with name and position applying to [work@atblp.org](mailto:work@atblp.org).

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.