



### **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 **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 Overview**

**Title:** Marketing and Communications Coordinator

**Department:** Marketing and Communications

**Reports to:** Director of Marketing and Communications

**Employment Status:** Regular/Full-time

### **Responsibilities**

- Supports the development of marketing campaigns for programs and events
- Executes project management software and schedules
- Coordinate and execute email campaigns, following timelines, and ensuring uniformity of content/messaging
- Helps develop presentations for programs and manage updates
- Ensures website is up-to-date
- Writes and edits newsletters, emails, and other communications as assigned
- Maintain video, presentation, and photo libraries
- Tracks and reports for email, website, and social media analytics
- Assist with vendor relations
- Coordinate the production of video content for website and YouTube channel

### **Qualifications**

- Associate degree or higher in Marketing, Communications, or a related field (or equivalent experience)
- 2-4 years of relevant professional experience
- Proficient use of Microsoft Office Suite (Word/Excel/PowerPoint/Outlook), Google software (Sheets, Photos, Docs, Slides, etc.) along with web and social media software

The ideal candidate will also display the following:

- Excellent written and verbal communication skills
- Strong attention to detail
- Knowledge of marketing industry standards, ethics, and best practices
- Strong interpersonal skills
- Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Outlook) and Zoom

- Project management software a plus
- Ability to work independently and collaboratively with a variety of people
- Ability to learn and follow processes and procedures

### **Compensation & Benefits**

A competitive salary based on experience and qualifications, with health, dental, vision, and life insurance. A 401(k) plan is also available.

We offer a collaborative, fast-paced environment where you will get to build relationships with community and corporate leaders while knowing you are helping improve Atlanta's quality of life.

To apply, email resume and cover letter to [work@atlblp.org](mailto:work@atlblp.org) or [submit on LinkedIn](#).

*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 Atlanta BeltLine Partnership know if you need a reasonable accommodation in order to perform the essential functions of the position.*