**Atlanta BeltLine Partnership**

**Program Intern**

**Position Description**

**About the Atlanta BeltLine Partnership**

The [Atlanta BeltLine](https://beltline.org/) 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**

The Program Intern will help with the strategy and operations of the programs and events within the Engage portfolio.

The Program Intern will:

* Aid Program Coordinator in the planning and execution of Home Empowerment Workshops
* Provide support in the development of processes and training for volunteers and tour guides
* Respond to volunteer inquiries and schedule volunteering opportunities
* Contribute to strategic planning regarding volunteer recruitment and retainment
* Help coordinate community events for the Atlanta BeltLine Partnership

**Experience Required:**

The ideal candidate will display the following skills and abilities:

* Strong communication skills
* Experience with volunteer recruitment or community outreach
* Knowledge of Metro Atlanta and the communities within the city
* Experience working with internal and external stakeholders

**Additional Skills:**

* 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 learn and follow processes and procedures
* Initiative to resolve problems, recommend improvements and implement solutions
* Self-awareness and receptivity to constructive feedback
* 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

**Hours and Compensation**

10 hours per week for 10 weeks. A Stipend of $1500 is provided through Georgia Tech’s Social Impact Fellowship.

**How to Apply**

Email resume outlining relevant experience to [hr@atlblp.org](mailto:hr@atlblp.org).

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

***This internship collaborates with the Institute for Leadership and Social Impact (ILSI) at Georgia Tech. The student selected for this position will receive a Social Impact Fellowship from ILSI in the amount of $1,500 which will be paid over the 10 weeks of the internship. Students are expected to work 10 hours a week on average. Students need to be eligible for campus employment. ILSI will handle onboarding and biweekly payments and Fellows are expected to complete a blog post about their internship experience and participate in one Fellowship event with ILSI.***