



# STEWARDSHIP INTERNSHIP

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## SUMMARY

The Stewardship Intern is responsible for supporting the management of a database system, assisting in developing a marketing plan for the Atlanta Land Trust (ALT) and helping meet ALT's stewardship commitments to community land trust (CLT) homeowners and their homes. The Intern reports to the Stewardship Manager and will support ALT's mission to deliver and steward permanently affordable housing to support inclusive, equitable communities near the Atlanta BeltLine and other targeted areas in the city of Atlanta.

## PRIMARY RESPONSIBILITIES AND DUTIES

### ORGANIZATIONAL & OPERATIONAL MANAGEMENT

- Support implementation and ongoing management of HomeKeeper (Salesforce-based database system) system, including reviewing all training materials, creating reports and updating files.
- Support program-related data entry and reporting.
- Learn current organizational systems and assist in creating organizational procedures. Ensure completion and accuracy of transaction and homebuyer files through file audits (both paper and electronically).
- Review and develop an understanding of all legal documents, including Ground Lease and deeds, required for the sale of ALT properties.

### PUBLIC OUTREACH/COMMUNITY EDUCATION/MARKETING

- Assist with the development of a multi-channel marketing strategy to support the sale of ALT properties. Support implementation of marketing strategy to include: planning, drafting content and graphics, and ongoing management of ALT's social media platforms (Facebook, Instagram, LinkedIn) growing community engagement activities; and reporting and tracking overall performance.
- Represent ALT at Neighborhood Planning Unit, neighborhood association and other community meetings.

### STEWARDSHIP COORDINATION

- Support post-purchase stewardship activities, including creating best practices for specific communication channel(s), providing content recommendations and assisting with events.
- Support selection of eligible homebuyer households and partners, including real estate agents, and respond to inquiries; create a follow-up schedule or dashboard.

- Assist with stakeholder communication and feedback, create process to periodically survey stakeholders (potential buyer, current homeowners, agents, lenders, partners).

The Intern may be required to perform additional duties to support the Stewardship Manager, including administrative functions.

#### **MINIMUM QUALIFICATIONS**

- Enrollment in a college, university, community college or technical institute.
- Personal commitment to affordable housing in general and to community land trust homeownership in particular.
- Demonstrable competency in data management, social media marketing and graphic design within Canva.
- Strong oral and written communications skills.

#### **TERMS OF EMPLOYMENT**

This is a part-time position of 10 hours per week. Start and end date can be flexible based on school calendar. Some evening and weekend work is likely.

This is a paid internship with compensation of \$20 per hour.

The Intern will have a hybrid work environment with the ability to work remotely and access to a co-working space.

The Atlanta Land Trust is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

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Interested applicants should submit resumes to [Jobs@atlandtrust.org](mailto:Jobs@atlandtrust.org)