



## STEWARDSHIP COORDINATOR

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### SUMMARY

The Stewardship Coordinator supports the stewardship responsibilities of the Atlanta Land Trust (ALT) and the successful day-to-day management of ALT's stewardship commitments to community land trust (CLT) homeowners and their homes. The Stewardship Coordinator reports to the Stewardship Manager and will support of 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. The ideal candidate will have a love for data analysis and be self-motivated, well-organized and detail-oriented. This position requires the ability to work well within a small, collaborative team structure, and work with people of diverse socio-economic and cultural backgrounds.

### PRIMARY RESPONSIBILITIES AND DUTIES

#### CRM System Administrative Responsibilities:

- Manage HomeKeeper (Salesforce-based database system) system, including data entry, data clean-up, queries, and report production in accordance with filing protocols, policies and procedures.
- Provide applicant acknowledgement in a timely manner in accordance with the ALT policies and procedures.
- Provide administrative support for email or direct mail strategies, including mail merge functions, segmentation, and personalization of communications.

#### Pre-purchase Stewardship Responsibilities:

- Serve as primary liaison for homebuyers and applicants, including facilitating event registration, coordinating pre-purchase homeownership education, and providing credit counseling and mortgage lender referrals.
- Support the homebuyer application process by coordinating information sharing among ALT partners.

#### Post-purchase Stewardship Responsibilities:

- Work with Stewardship Manager to facilitate homeowner support and assistance, as needed and as appropriate. (i.e., resource guide, financial stability/micro loan, economic opportunities, language accessibility, event planning, home maintenance).
- Support the monitoring and enforcement of homeowner compliance with the terms of all agreements and deed restrictions, including coordinating annual inspections.
- Support management of homeowner accounts in QuickBooks.

The Stewardship Coordinator may be required to perform additional duties to support the Stewardship Manager, including administrative functions, attending virtual and in-person meeting.

### **MINIMUM QUALIFICATIONS**

- Demonstrable competency in data management, including analyzing and interpreting data and creating reports to demonstrate impact. Experience in working with a Salesforce CRM application.
- Proficiency in QuickBooks, Microsoft Office Suite, Google, Canva, Eventbrite and social media platforms (Instagram, Facebook, LinkedIn and Twitter).
- Experience in the areas of community organizing, resident services, customer service, real estate, meeting facilitation and workshop coordination, homebuyer education, housing counseling a plus.
- Strong personal commitment to affordable housing in general and familiarity with community land trust model of homeownership.

### **TERMS OF EMPLOYMENT**

This is a part-time position with a flexible schedule. It is expected that this individual will work 15-20 per week. Some evening and weekend work is likely. Hourly pay is negotiable based on applicant's experience and qualifications.

The Stewardship Coordinator will have a hybrid work environment with the ability to work remotely part-time and membership in a co-working space. The Stewardship Manager is expected to reside within the metro Atlanta area.

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.

Anticipated hourly compensation starting at \$35 per hour.

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**Interested applicants should submit resumes to [Jobs@atlandtrust.org](mailto:Jobs@atlandtrust.org) by March 31, 2023.**