



INTERNSHIP

SUMMARY

The Intern is responsible for supporting the development of a portfolio management system, assisting in research and the development of program materials for the Atlanta Land Trust (ALT) and helping meet ALT's commitments to community land trust (CLT) homeowners and ALT neighborhoods. The Intern reports to the Manager of Portfolio Development 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

- Perform file organization related to past and present development projects.
- Support implementation and ongoing management of Smartsheets portfolio management system, including reviewing training materials; creating reports, maps, and visualizations; and updating files.
- Support program-related data entry and reporting.
- Create budget/schedule template based on previous projects and best practices.
- Learn current organizational systems and assist in creating organizational procedures. Ensure completion and accuracy of transaction and development files through file audits.
- Review and develop an understanding of all legal documents, including Ground Lease, deeds, and development agreements required for the sale of ALT properties.

RESEARCH AND PROGRAM DEVELOPMENT

- Perform research in the following areas of the CLT ecosystem: seller-driven programs, rental preservation opportunities, and sustainability funding resources.
- Prepare reports, presentations, and other documents related to projects above. Present findings as necessary to ALT Board of Directors and other community stakeholders.

PUBLIC OUTREACH/COMMUNITY EDUCATION

- Assist with the creation of marketing materials related to development projects.
- Represent ALT at Neighborhood Planning Unit, neighborhood association and other community meetings.

The Intern may be required to perform additional duties to support the Manager of Portfolio Development, 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 organization, data management, research, and community engagement.
- Strong oral and written communications skills.

TERMS OF EMPLOYMENT

This is a full-time summer position of 40 hours per week for 8 weeks. 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.

Interested applicants should submit resumes to Jobs@atlandtrust.org