

# Chamblee Doraville Community Improvement District (CID)

## Part-time Program Coordinator Job Description

Posting Date: September 20, 2019

Closing Date: October 7, 2019 (or until filled)

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### Background

The Chamblee Doraville Community Improvement District (CID) is an organization covering a 2-square mile portion of the commercial area within both Chamblee and Doraville. It is a public-private partnership between local commercial property owners, the two cities, and DeKalb County. The CID is charged with advancing capital projects and community services critical to the health and vitality of the business community in order to improve mobility and help revitalize the commercial area.

Launched in May 2019, the CID is seeking a part-time Program Coordinator to provide administrative support to the CID. The position reports to the board of directors with oversight and guidance of activities provided by the CID's strategic consultant. The position is an excellent opportunity to balance work/life needs while gaining experience in the fields of community development, government relations, commercial real estate and more. It is a part-time contract position which may lead to full time employment over time.

### General Duties

The Program Coordinator will provide daily operational and administrative support, including:

- Respond to phone calls, emails and other communications as the first point of contact with internal and external stakeholders, including board members, property owners, government and civic partners, consultants and others. Determine needs and coordinate appropriate resources and responses.
- Schedule calls, meetings, and other needs upon request.
- Support regularly occurring monthly board meetings, including pre- and post-meeting needs (agendas, notices, minutes, communications, etc). Work with board leadership, including Chairman, Vice Chairman, and Secretary/Treasurer to that end.
- Assist the CID's specialized support providers, including Strategic Advisor, Legal Counsel, Accounting, IT, etc., as needed in order to provide high-quality support services to the CID.
- Prepare regular reports and/or documents for stakeholders regarding the CID's activities and successes.
- Other general administrative support as needed.

### Special Duties

In addition to normal administrative support, the Program Coordinator will work closely with the CID's strategic consultant (acting as the CID's part-time Executive Director) who will provide guidance on the following:

- Develop, sort, and manage databases that house pertinent information. (Databases may be in common office suite platforms, including Word, Excel, Google Docs, etc. and/or utilize additional software platforms as determined by the CID.)
- Provide research, sorting, refinement, and preliminary analytical support through the following:
  - ArcGIS analysis as a platform to understand, analyze, and produce the CID's Geographic Information System needs.

- Current and prospect membership database(s) sourced from DeKalb County Tax Digests, including property and parcel ownership, values, land use, trends, etc.
- Information obtained through additional sources, including regional agencies, commercial real estate vendors, and other existing sources.
- Communicate preliminary data and/or analysis to supervisor(s) in proper format(s)
- Assist with the engagement and coordination of specialized professional service providers or contractors such as engineers, designers, and/or other and other.
- Assist with the engagement and coordination of marketing/communication vendor services such as graphic designer, website services, social media, photographer, etc.
- Maintain regular updates to the CID's social media presence on its website, LinkedIn, Instagram, Facebook, and/or other platforms and accounts as needed.
- Provide media monitoring. Coordinate and/or respond to media requests.
- Coordinate Open Records Requests with Executive Director and Legal Counsel and provide timely responses.
- Develop additional templates and systems as needed that best communicate information.
- Other specialized administrative support as needed to support CID activities.

### Skills/Qualifications

- Bachelor's degree, or currently enrolled in college/university working towards that end
- Excellent written and verbal communication skills
- Excellent organizational skills with ability to understand, sort, and organize information
- Strong problem-solving skills and ability to identify and communicate issues to supervisors
- Self-motivated and able to work independently
- Ability to work with disparate interests and/or teams
- Ability to adhere to timelines, budgets, and schedules
- Proficiency with standard office suite software platforms, including Word, Excel, and PowerPoint, with ability to learn and/or master additional software systems
- Expertise or previous experience with ArcGIS as well as advanced proficiency with Excel strongly preferred

### Other

- Part-time (~ 20 – 30 hours per week; specific schedule negotiable)
- Contract/1099 potentially leading to more hours or full time as the organization develops
- Competitive hourly wage (as determined by qualifications of the applicant)
- CID offices located at the Trackside Building in Chamblee, GA with free parking and direct MARTA access

Resumes can be emailed to: [info@cdcid.org](mailto:info@cdcid.org)

Resumes can be mailed to: Chamblee Doraville CID  
5170 Peachtree Road  
Building 100, Suite 400  
Atlanta, GA 30341

For more information, please visit [www.chambleedoravillecid.org](http://www.chambleedoravillecid.org).