



## **McPherson Implementing Local Redevelopment Authority (MILRA) - FELLOWSHIP PROGRAM**

### Communications/Community Engagement Fellow Position Description

The McPherson Implementing Local Redevelopment Authority (MILRA), a political subdivision of the State of Georgia, is seeking a qualified individual for its Communications/Community Engagement Fellow position. The MILRA was established to implement a reuse plan for the former Fort McPherson Army base, a 475-acre military facility in SW Atlanta closed in September, 2011.

The MILRA Fellowship program represents a tremendous opportunity to positively impact the way the former Ft McPherson Army base will be transformed into a viable sustainable community in SW Atlanta.

Our Fellowship Program will provide temporary, part-time invaluable work experience. This position offers practical work experience to first or second year graduate students focusing on several disciplines including, but not limited to: Marketing, Economic Development, Research, Real Estate, Urban Planning, and Geographic Information Systems (GIS).

The MILRA Communications/Community Engagement Fellow will provide technical, administrative, clerical, and general support to MILRA staff. In this capacity, the Fellow will work very closely with MILRA Staff and will receive direction to ensure objectives are achieved and deadlines are met. This role involves frequent interaction with various levels of internal and external MILRA stakeholders including various civic groups and the general public.

This position offers practical work experience to students who are preparing to work in several disciplines including, but not limited to: Marketing, Communications, Economic Development, Research, Real Estate, Urban Planning, and Geographic Information Systems (GIS).

We are seeking candidates that can work a minimum of 20 hours per week. Work schedules will be set upon hiring and are flexible to accommodate class schedules. Candidates must be able to attend MILRA evening meetings conducted once per month. Extended hours are also possible.

#### **PRIMARY RESPONSIBILITIES**

- Monitoring and maintaining media coverage.
- Reviewing, maintaining, and generating website content.
- Preparing PowerPoint presentations.
- Generating and posting social media content.
- Assisting with public meeting and special event set up and attendance.
- Assisting with graphic design, layout, and photography.

#### **GENERAL RESPONSIBILITIES**

- Provide technical, clerical and other project-related administrative support for MILRA staff.
- Record, capture and/or transcribe meeting minutes or notes, as requested.
- Interact effectively with all staff levels.
- Complete other tasks and duties, as assigned.
- Staff and assist with periodic meetings and events.

## **SKILLS AND QUALIFICATIONS**

Successful candidates will demonstrate strong professionalism, discretion, communication skills, technological savvy, and an ability to manage multiple tasks with competing priorities. The ideal candidate is a flexible and mature professional who is a quick learner, demonstrates strong personal initiative, attention to detail and task follow-through. Familiarity with public engagement, preferably through past work experience, is preferred. The ideal candidate should also:

- Be highly organized with good time-management skills.
- Be able to multi-task and handle a fast-paced, dynamic, environment.
- Possess excellent research, writing, communications and analytical skills.
- Possess experience working with social media.
- Possess knowledge and experience working with publishing and graphic design software (For example, Adobe Creative Suite, Word Press, Joomla)
- Have proven outstanding customer service skills.
- Be detail-orientated.
- Exhibit excellent word processing skills and proficiency with spreadsheets and PowerPoint.
- Have web site management experience; design experience is a plus.
- Exhibit evidence of a strong ability to establish and maintain systems for organizing work.
- Be able to work efficiently and with minimal supervision.
- Have demonstrated the ability to anticipate needs, to seek out relevant information and to provide appropriate and timely responses.
- Possess strong professionalism, interpersonal skills, and telephone experience.
- Be a team player with a history of effective collaboration and meeting deadlines.

## **BENEFITS**

- Exposure to one of the city's most significant economic development projects.
- Opportunity to research and develop robust communications materials addressing complex issues facing urban environments around the country.
- College credit, if appropriate.
- Exposure to the area's development community.
- Letters of recommendation provided upon successful completion of the fellowship.
- Opportunity to interact with civic and community leaders.

We are accepting candidates for our Summer Fellows Program (May to August 2015).

Interested candidates should submit a cover letter and resume by **5 p.m. on Friday, April 17, 2015** to [info@mcphersonredevelopment.com](mailto:info@mcphersonredevelopment.com)

Please see our website at: [mcphersonredevelopment.com](http://mcphersonredevelopment.com) for additional information.

**The McPherson Implementing Local Redevelopment Authority (MILRA) is an Equal Opportunity Employer.**