invest atlanta

TAD ADVISORY COMMITTEE & COMMUNITY COORDINATOR
NEIGHBORHOODS DIVISION
JOB DESCRIPTION

The TAD Advisory Committee & Community Coordinator is responsible for coordinating Invest Atlanta's Tax Allocation District Advisory Committee (TADAC) program and serving as a primary coordinator of community engagement activities related to Invest Atlanta's Tax Allocation District (TAD) and Neighborhood Reinvestment Initiative (NRI) work.
Reporting to the Vice President, Planning and Strategic Initiatives, this position serves as the primary staff coordinator for Invest Atlanta's eight TAD Advisory Committees, ensuring their effective administration in accordance with adopted redevelopment plans, City ordinances, and Invest Atlanta policies. The Coordinator also plans and coordinates community meetings, stakeholder outreach, and neighborhood engagement activities that support Invest Atlanta's Neighborhood initiatives.
This position provides administrative, programmatic, and outreach support while working collaboratively with Invest Atlanta staff, community organizations, elected officials, and other stakeholders to foster meaningful community participation and effective communication.

KEY RESPONSIBILITIES

Committee Administration
• Coordinate all aspects of Invest Atlanta's eight TAD Advisory Committees, including member appointments, onboarding, meeting scheduling, agendas, minutes, records management, and committee communications.
• Coordinate with Neighborhood Planning Units (NPUs), community organizations, elected officials, Atlanta Public Schools, Fulton County, and other stakeholders regarding committee membership and activities.
• Prepare committee materials, maintain committee records, and track committee recommendations and follow-up actions.
Community Engagement
• Coordinate community meetings, workshops, presentations, and other engagement activities related to TADs and the Neighborhood Reinvestment Initiative as needed.
• Build and maintain productive working relationships with residents, neighborhood organizations, nonprofit organizations, businesses, and public partners.
Program Coordination
• Maintain program databases, stakeholder contact lists, committee records, and outreach documentation.
• Support the Department in advancing equitable redevelopment and neighborhood revitalization initiatives through effective committee administration, stakeholder coordination, and community engagement.

KNOWLEDGE, SKILLS, AND ABILITIES

• Knowledge of community development, neighborhood engagement, public administration, or related field.
• Strong organizational and project coordination skills with the ability to manage multiple priorities and deadlines.
• Excellent written, verbal, interpersonal, and presentation skills.
• Ability to establish and maintain effective working relationships with diverse community stakeholders.

• Strong attention to detail and ability to maintain accurate records.
• Ability to work independently while coordinating activities across multiple departments and organizations.
• Proficiency with Microsoft Office Suite and standard database and project management applications.

EDUCATION AND EXPERIENCE
• Bachelor's degree from an accredited college or university in Public Administration, Urban Planning, Community Development, Communications, Political Science, Real Estate, or a related field;
• Minimum of two (2) years of experience in community development, communications, stakeholder engagement, or a related field; Or
• High school diploma and five (5) to seven (7) years in a professional office environment supporting senior and/or management-level staff
• Experience supporting advisory committees, boards, commissions, or community engagement activities is preferred.
• An equivalent combination of education and relevant experience may be considered.

Resumes should be submitted to: **jobs@investatlanta.com**

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled, and Veterans are encouraged to apply.