



Administrative Assistant

This position reports to both the General Counsel (the “GC”) and the Chief Compliance Officer (“CCO”) of The Atlanta Development Authority d/b/a Invest Atlanta (“Invest Atlanta”). The Administrative Assistant will provide administrative support for legal and compliance matters that originate from Invest Atlanta and all its related organizations such as the Urban Residential Finance Authority of the City of Atlanta, Georgia (“URFA”), the Downtown Development Authority of the City of Atlanta (“DDA”), the Atlanta Urban Redevelopment Agency (“AURA”) and various special purpose entities associated with specific programs and projects of Invest Atlanta to implement the vision and mission of Invest Atlanta. Primary responsibilities include:

Time Management:

- Provide administrative support to ensure efficient operations in both the Compliance and Legal Departments per the GC and the CCO directive.
- Input and update information in Legal and Compliance databases and spreadsheets.
- Be a steward of the GC’s and CCO’s time. Responsible for managing and maintaining their schedules and timekeeping.
- Handle logistics for travel, including flights, hotel, car rentals, and other itinerary specifics for GC and CCO.
- Communicate with internal staff, external stakeholders, and committee and board members regarding meetings and agendas.
- Coordinate the logistics of Legal Team meetings and Compliance team meetings, including room setup, agenda preparation, and catering (if applicable).
- Review and complete expense reports for GC and CCO and reconcile credit card statements.
- May be asked to cover the front desk.

Project Management:

- Maintain physical and digital filing systems using Invest Atlanta’s naming conventions.
- Input and update information in Legal and Compliance databases and spreadsheets, including the Legal Matters log, the Real Estate Owned spreadsheet, and the multifamily affordable housing spreadsheet.
- Prepare pre-closing and post-closing packages and assemble closing documents for real estate and public finance transactions.
- Assist in assembling documents and preparing findings letters and reports in connection with internal audits/reviews of Invest Atlanta programs.
- Coordinate, track, and maintain the Legal Department’s intake process and the Compliance Department’s intake process.
- Draft and edit letters, reports, and other documents.
- Timely prepare and send annual physical inspection and file audit notice letters to multifamily property owners/managers.
- Provide pre- and post-board meeting support, including uploading all information and documentation on BoardDocs, compiling hard copies of resolutions for execution, obtaining signatures on resolutions, and distributing resolutions to the appropriate parties.
- Assist with producing charts and PowerPoint presentations for Legal and Compliance meetings, training, and conferences.
- Review invoices originating in the Compliance and Legal Departments for accuracy and process for the GC’s or CCO’s approval and for payment.

- Track and follow up on assignments given to GC or CCO to ensure completion within required timeframes.
- Assist in the implementation of operational changes and improvements.

Communication Liaison:

- Maintain a high degree of confidentiality and exercise discretion in information handling.
- Manage timely responses to Open Records Act requests, including communicating with internal staff and external parties and sending responsive information.
- Assist with the preparation and posting of legal notices for the Invest Atlanta Board of Directors and Committee meetings.
- Prepare information for internal and external distribution, including letters and memos.
- Demonstrate excellent proofreading skills and other information preparation duties.
- Receive contracts and documents for signature and organize them for signing.
- Read, research, and route correspondence as appropriate to GC and CCO.
- Screen phone calls, process information requests, and manage meeting requests.
- And other Responsibilities as assigned by the GC or the CCO.

Skills and Abilities:

- Exhibit excellent communication skills demonstrating a high degree of professionalism, initiative, and independence in a fast-paced environment.
- Exemplify strong critical thinking skills with the ability to anticipate the needs of the GC and CCO.
- Possess strong process management skills with the ability to identify, improve, and streamline processes.
- Proficiency in Outlook, Excel, Word, PowerPoint, and Publisher.
- Possess strong interpersonal skills and the ability to work with internal and external team members.
- Obtain or maintain Notary Public status for the State of Georgia.

Education and Experience

- Graduation from an accredited college or university with a BA or BS Degree and three (3) years of progressively responsible administrative and office or program management experience; OR
- High school diploma and five (5) to seven (7) years in a professional office environment supporting senior and/or management-level staff.

Resumes should be submitted to jobs@investatlanta.com.

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