



The Montana Association of REALTORS® is seeking an Education and Program Coordinator.

The preferred candidate is an energetic individual with broad experience in education and event planning. To be successful in this role, the individual must have excellent written and verbal communication skills. They are an analytical thinker, who can work easily and thrive under tight deadlines, are willing to seek and accept constructive criticism of their work in order to grow, and able to easily develop positive working relationships with fellow staff, association members, instructors and vendors.

This position is responsible for planning, coordinating, and implementing continuing education courses for REALTORS®, as well as various association events including business meetings and an annual membership meeting. This position also serves as the staff liaison for the Professional Development, Graduate REALTOR® Institute (GRI) and Convention Committees.

In addition to other duties, this position oversees the REALTOR® Professional Standards program including serving as the Certified Professional Standards Administrator for ethics complaints against members filed with the organization. They will also explore innovative concepts, best practices, and topics to increase member professionalism.

**PREFERRED MINIMUM QUALIFICATIONS:** Bachelor's degree plus three or more years of relevant professional experience. Experience in, and knowledge of, real estate related education and event planning. Experience will be considered in lieu of college degree. Must be competent with all contemporary office software. Some travel, both in and out of state, is required.

**PREFERRED SKILLS and ABILITIES:**

- Excellent interpersonal and project management skills.
- Excellent verbal and written communication skills.
- Personal character conducive to working both independently and in a team environment (team player, good listener, problem-solver, and self-starter).
- Ability to work effectively independently and as part of a team.
- Ability to produce quality work and maintain positive demeanor under pressure.
- Ability to plan, prepare, establish schedules and meet deadlines.

The Montana Association of REALTORS® offers a competitive benefits package including paid vacation and sick leave, health, dental and vision insurance, and a 401(k)-retirement plan. Wage is commensurate with experience. This is a non-exempt position. The Montana Association of REALTORS® is an Equal Opportunity Employer.

Applicants should send a cover letter, resume, and references to: [mark@montanarealtors.org](mailto:mark@montanarealtors.org). The application process will remain open until the position is filled. Review of applications will begin on December 14, 2018.