



JOB TITLE: SOUTH TEXAS FIELD REPRESENTATIVE

Awarded as a Top Workplace in Austin consecutive years, Texas REALTORS® is a destination for employees who want to work with a team of fun and engaging people. With a great workplace and top-notch benefits, we're eager to welcome great people to the REALTOR® Family.

Texas REALTORS® is a member-service organization, serving over 150,000 real estate professionals throughout the state, with its headquarters located steps away from our State Capitol building in Austin. Texas REALTORS® mission is to advance REALTORS® and the communities we serve through advocacy, professionalism and resources.

The association staff functions as a team to provide exemplary service to the members through a variety of benefits and services. Texas REALTORS® prides itself in providing a rewarding work environment centered around our core values of service, collaboration, ownership, integrity and respect.

The **South Texas Field Representative** is a **remote position** located in the greater South Texas region, preferably in San Antonio. Field Representatives work with REALTORS® and local REALTOR® associations within their regions to communicate with members and engage them in grassroots political efforts to advance local, state, and federal legislation.

A successful candidate is familiar with the REALTOR® organization's role as a leader in real estate advocacy and is skilled at communicating public policy issues clearly to promote awareness and engage audiences.

Salary: We offer a competitive salary based upon experience and qualifications and an extensive array of employee benefits.

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

The Texas REALTORS® Field Representatives program is designed to assist and grow grassroots governmental affairs activities within the REALTOR® organization. Field representatives offer several services to the local REALTOR® associations within their regions, including planning, grassroots, legislative, TREPAC fundraising, and communications. These on-the-ground resources are instrumental in helping to elect officials who are supportive of REALTOR® issues, enact pro-real estate legislation, improve the image of REALTORS®, and increase resources available to Texas REALTORS®.

PLANNING

- Work with local associations to develop a written grassroots political plan that encompasses all governmental affairs areas and outlines ways to expand their government affairs programs
- Incorporate and implement REALTOR® involvement in grassroots campaign plans
- Assist each local association's Governmental Affairs Committee Chair with expanding their association's activities and grassroots outreach
- Track and analyze progress of legislative bills during session

- Promote and hold political updates, speeches on behalf of the association; work with local REALTOR® volunteers on political issues

GRASSROOTS

- Recruit REALTORS® to engage in grassroots activities
- Assist local associations in conducting interviews with local and state candidates
- Assist local associations with Opportunity Race activities during campaigns
- Assist in promoting increased REALTOR® attendance at Texas REALTORS® events
- Recruit REALTORS® to serve on legislative contact teams
- Coordinate legislator attendance at REALTOR® functions
- Encourage REALTORS® to run for all levels of public office
- Assist legislators with coordination and REALTOR® attendance at town hall meetings in each region

LEGISLATIVE

- Work with the Governmental Affairs Department to actively advance state and federal legislation; including bill analysis
- Assist local associations in encouraging active involvement of their legislative committees by setting goals and implementing programs that advance the REALTOR® agenda
- Attend and encourage REALTOR® attendance at legislative town hall meetings
- Assist Texas REALTORS® in increasing the response rate of state and national Calls for Action
- Actively promote all REALTOR® political affairs programs

TREPAC FUNDRAISING

- Assist each local association in developing a TREPAC fundraising plan to reach its TREPAC goals
- Help organize activities to raise funds and awareness about the importance of investing
- Assist association executives and local PAC chairs build a PAC culture to increase involvement
- Coordinate check presentations for elected officials with local boards and PAC Trustees

LOCAL ISSUES CAMPAIGNS

- Assist Texas REALTORS® and local associations with the coordination of issues mobilization campaign activities
- Help local associations develop, present, and execute issues mobilization campaign plans

COMMUNICATIONS

- Communicate with the Governmental Affairs Department via regular phone calls, travel schedule, and weekly reports
- Visit all local associations in region quarterly; visit real estate brokerages
- Track and report any events, opportunities, legislative activity, or member input that assists in building a public record on our issues, assists our legislative agenda, or improves the image of Texas REALTORS®

SKILLS AND QUALIFICATIONS

- 3+ years of political/legislative, public affairs, or campaign experience preferred
- Sales, or regional field work considered; Experience in customer or constituent services
- Strong communication skills, ability to self-motivate, and set own schedule
- Reliable transportation for daily travel throughout region
- Proficient in basic business software (Microsoft Office, web browsing, etc.)

To apply for this position, send your resumé and cover letter to Director of Field Operations and Gulf Coast Field Rep Dahlia Brown, dbrown@texasrealtors.com.