



Director of Communications & Events– Come work for the Arlington Board of REALTORS® - Arlington’s Voice of Real Estate.

The Company: Arlington Board of REALTORS® (includes the ARBOR Ellis Hill Chapter), located in Arlington TX, is a business trade association that serves our 3,000+ members and educates the public about the benefits of using a REALTOR®.

- Help us develop a new Communication Plan, branding materials, internal and external communications, and social media and digital marketing efforts.
- Responsible for planning key member events, expos, award functions, and public forums.

The Position: We are looking for a Director of Communications & Events to join our great team. Starting salary range is \$32,000 - \$37,000, plus a competitive benefits package.

Requirements:

- BA in Journalism, Marketing, English or Communications; news/editorial/public relations emphasis preferred or minimum 1+ years recent work experience in PR. Previous business association or experience with membership-focused organization is ideal.

Responsibilities:

- Think of this position as an in-house marketing agency. Develop and direct a comprehensive communications program to promote the goals and values of organization. Inform the members and industry partners of industry issues and association activities. Responsible for all Media Relations, Public Relations, Internet based Communications, development of video content, and to function as Editor in Chief of all external and internal communications.
- Event Planning and Coordination is key to delivering member value. From awards banquets and member luncheons, you will coordinate all special events and activities.

The Location: Arlington/DFW Metro area is a great place to live. Close to major airports, world-class entertainment, including Dallas Cowboys, Texas Rangers, Six Flags Theme Park, and tons of entertainment and cultural activities. Come find out why the DFW Region is a thriving economic, education, and vacation destination.

Why Should You Apply?

- Reason 1 – New Position and ability to draft and implement a new Communications Plan.
- Reason 2 – Member-based association ready for improved communications and public outreach; as well as world-class events and planned activities and forums.
- Reason 3 – Hone your graphic design, photography, writing, and social media skills.