

Membership/Professional Development Coordinator – Fort Worth, TX

The Greater Fort Worth Association of REALTORS® has an open position for a Membership/Professional Development Coordinator. The position performs a variety of customer service and administrative duties in support of our members, including:

- Respond to new member inquiries and assist in the new member process
- Manage REALTOR® Education Courses, including scheduling instructors, monitoring courses while conducting, and submitting required paperwork for MCE credit
- Front desk and phone coverage as necessary

Our priority at GFWAR is to create a welcoming atmosphere for our members. The position requires exceptional customer service, reliability, attention to detail, calendar management, and professional communication skills. While a background in real estate or association management would be preferred it is not required. Salary is commensurate with experience. Interested candidates may submit a resume to Debbie Findley, d.findley@gfwar.org.