



JOB TITLE: MULTI-BOARD MANAGEMENT COORDINATOR

DEPARTMENT: BOARD SERVICES

Under the direction and in consultation with the Director of Board Services, the Multi-Board Management (MBM) Coordinator is responsible for providing administrative support to the local boards under the MBM Program by providing association management services to satisfy the NAR Core Standards requirements.

This is a full-time position in Austin, Texas. *Travel is required.*

Contact: Send resumes and cover letters to Director of Board Services Kinski Moss at kmoss@texasrealtors.com.

JOB DUTIES AND RESPONSIBILITIES

- Serve as the primary contact on all matters related to the MBM Program, including but not limited to the following:
- Timely assist MBM Boards by phone and email with inquiries related to association business.
- Maintain a calendar of all MBM board meetings, education offerings, and events.
- Design forms, flyers and notices for various meetings and events.
- Assist with registration, setup, and processing registrations for events, education courses, and meetings.
- Prepare forms, correspondence, and other documents as requested.
- Process all requests for revisions to governing documents, including bylaws, policies, and MLS rules and regulations
- Consistently maintain organized records, files, and reports, including governing documents and tax forms.
- Accurately and in a timely manner prepare association minutes.
- Assists in updating and maintaining the MBM Boards websites.
- Assist with maintaining and updating directories and databases.
- Provide and promote trainings on new-member orientation, the NAR Code of Ethics and leadership orientation.
- Track member compliance with the NAR Code of Ethics training requirement.
- Maintain records and provide updates to the boards on NAR Core Standards compliance.
- Complete the Core Standards compliance form for each MBM Board.
- Coordinate with the Membership Department regarding membership-related issues, including new member applications, dues billing, dues collection and membership record maintenance.
- Visit to local boards across Texas and provide presentations on various topics as requested.
- Participate in staff meetings and development opportunities.
- Complete other duties as assigned by the Director of Board Services.

SKILLS AND QUALIFICATIONS

- Associate degree or equivalent from a two-year college; or at least three (3) years' experience as an assistant performing general office responsibilities/procedures.
- Excellent ability to multitask and problem-solve.
- Excellent writing and verbal-communication skills.
- Exceptional listening skills and patience.
- Extensive knowledge of all Microsoft Office applications.
- Experience working with an online content management system, such as WordPress, or interest in learning how to use such tools.
- Consistently maintain a positive, energetic, and professional image.
- Ability to effectively present information to groups of individuals.