

# Palestine Association of REALTORS®

## Position: Association Executive

### Tools:

A computer will be provided. The position will allow for you the freedom to work from your home, but an office will also be available for you as well. Internet service and monthly fee for home office will be the responsibility of the applicant. You must be able to possess the ability to perform and prioritize, have strong writing, and verbal communication skills and interpersonal, community-building skills while offering a team player spirit. Multitasking is a must. It is especially important that your political differences be in line with Texas Realtors. Be proficient in Microsoft Outlook, Word, Excel, QuickBooks and other commonly used software. It is essential to attend educational and required Local, State or National meetings. These will be overnight trips and all travel, hotel and food expenses will be paid by the Association. Job evaluations will be held after the first 30, 60 and 90 days.

### Daily Duties:

- Manage the day-to-day operations of the Association and the MLS.
- Manage the day-to-day operations of the MLS which includes but is not limited to adding new members, monitoring the public website, billing, and collection of MLS dues.
- The office will be single staffed, and you will work closely with the Board of Directors, and the current President and Officers.
- Make the travel arrangements for the Board Members or committee chair. Inventory of all Senti-Lock Lockboxes, training, and contract with company
- Keeping committees on task i.e., Tre-Pac, Core Standards, Education, Scholarship, Christmas Party, Governmental Affairs & setting up Town Hall Meeting or Political Candidate Interviews. Staying updated with current events, state, national and local.
- Duties may also include any meetings that PAR will host such as a training course, 360 Regional Meetings or Round Tables.
- Plan and conduct education programs and CE Courses, be a key person with any social events hosted.
- Attendance is required at times for evening events for fundraisers, political or social.

### Responsibilities:

- Seeking new membership for the Association is key to the development and longevity of this position.
- Key contact person with all vendors, Texas Realtor Staff and State and National appointed trustees, Presidents and Vice Presidents.
- Spokesperson for the Association.
- Manage the finances including AP/AR, plan and coordinated meetings of the Board of Directors and the elected officials of the association as well as general membership meetings, monitor and assist committees of the association as needed, maintain a strong working relationship with

the other local associations in addition to the state and national associations, participated in activities offered by the state and national associations.

**To apply, please submit your cover letter and resume to [aejobs@texasrealtors.com](mailto:aejobs@texasrealtors.com).**