



## JOB TITLE: TREPAC COORDINATOR

The TREPAC Coordinator is responsible for supporting the administration of the Texas REALTORS® Political Action Committee as part of the Governmental Affairs department.

The TREPAC Coordinator will serve a key role in the day-to-day operations by maintaining the TREPAC merchandise and awards program, work with local associations and members to provide necessary materials and information and assist with all meetings and events throughout the year.

**Department:** Governmental Affairs

**Reports to:** TREPAC Director

**Type:** Full time

**Status:** Non-Exempt

### JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

#### Administrative:

- Run reports, issue certificates, distribute and maintain the awards database.
- Compile TREPAC membership and award reports for intended audiences.
- Assist local associations carry-out fundraising programs to promote and raise TREPAC awareness.
- Staff and assist the TREPAC booth at the PAC/GA orientation and Texas REALTORS® Winter meeting.
- Assist with TREPAC auctions and giveaways.
- Process local association TREPAC reimbursements.
- Help coordinate department meetings, schedules, and events.
- Provide backup data entry support.
- Frequent contact with committee leadership, local boards, and association members.

#### Governance Meetings:

- Attend meetings, prepare minutes, and provide assistance with committee work.
- Assist in the coordination of the TREPAC/GA Orientation in October, designed to train hundreds of local board volunteers.
- Some travel may be required for Texas REALTORS® Conference meetings.

#### Awards and TREPAC Merchandise:

- Manage the TREPAC merchandise store with purchasing, inventory, and processing local association requests.
- Assist with the distribution and ordering of awards, jackets and maintaining the awards database.

Other duties as assigned

## SKILLS AND QUALIFICATIONS

- A minimum high school graduate.
- Highly effective organization, multi-tasking, communication, and interpersonal skills. Demonstrated ability to accomplish results and meet set goals.
- Work closely with TREPAC team and other Texas REALTOR® departments.
- Must be proficient in Microsoft Word and Microsoft Excel and will be required to become proficient in all computer programs used by Texas REALTORS® to communicate with its membership and with the administration process.
- Should have general office experience along with extensive communication and writing experience. Filing skills and experience needed to maintain files and records.
- Must be able to answer questions promptly and tactfully with an emphasis on superb customer service.
- Must be able to make decisions about day to day tasks, projects, and schedules
- Must exercise good judgment, use discretion and work effectively under pressure in a self-directed manner within a collaborative team-oriented environment.
- Must also demonstrate the ability to prioritize and manage multiple projects and see them through to completion in a deadline-oriented environment.

**Contact:** For consideration, send a cover letter and resume to Leslie Cantu, TREPAC Director, at [lcantu@texasrealtors.com](mailto:lcantu@texasrealtors.com).