

JOB TITLE: Education & Events Specialist

STATUS: Full time, exempt, salaried

REPORTS TO: Director of Education

OVERVIEW: Education & Events Specialist is responsible for coordination of association education and events in conjunction with the Director of Education. This position will serve as the primary staffer for set-up, tear-down, and execution of on-site events for the Association. Additionally, this position will serve as secondary point of contact to provide positive greeting and experience for members and visitors during face-to-face, phone call, or email interactions.

RESPONSIBILITIES:

- Serve as primary staff member for venue set-up, venue tear-down, and event execution for CAAR.
- Greet & assist members and those visiting the CAAR office or the Hillsdale Conference Center;
- Serve as one of two staff liaisons for the Professional Development Committee and related project teams.
- Serve as staff liaison to the Young Professionals Network (YPN) and related project teams.
- Manage the REALTOR® store sales and inventory.
- Collaborate with the Director of Education to:
 - Implement the CAAR education and events calendar.
 - Develop and provide diversity, implicit bias, fair housing, and other diversity, equity, and inclusion courses to members on an annual basis.
 - Ensure diversity in presenters, speakers, sponsors, and instructors.
 - Confirm and maintain communication with instructors.
 - Market and promote courses in cooperation with the Communications staff.
 - Assist in the management of the Central Virginia School of Real Estate.
 - Provide record maintenance of files and attendance.
 - Assist in attendee registration and payment processes.
 - Seek event partnership opportunities with multicultural partners and groups.
 - Coordinate logistics of confirmed event sponsors.
 - Provide additional and age-friendly accommodations when needed so that all members/visitors have a positive experience.
- Assist with Hillsdale Conference Center event set-up and tear-down as needed.
- Attend local or state association meetings to remain current in REALTOR® issues and meeting management trends.
- Other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Minimum of two (2) years recent work or education experience in association management, member management, program/event management, or equivalent discipline.
- Highly motivated, with ability and initiative to work independently, set priorities and handle multiple tasks with good judgment.
- Excellent written and verbal communication, customer interaction, and team skills through interactions in person, by phone or through email.
- Ability to identify projects, develop strategies to conduct projects, and see projects to completion.
- Ability to interact effectively with executives at all levels and represent the organization with a high degree of integrity.
- Proficiency in Microsoft Office and Adobe suite products; ability to learn member database and related systems.
- Limited requests for early morning and evening work.
- Must be able to lift 20 lbs.
- Periodic, local travel for meetings.

SUBMIT AN APPLICATION:

- Interested in applying? Send a cover letter and resume to: resumes@caar.com.