

Job Title: Member Outreach & Training Specialist

Reports to: Director of Professional Development

Job Description:

The Houston Association of REALTORS, Inc. is seeking a professional person to promote and engage Realtors for the platinum agent and MLS programs through a variety of technology platforms. The Member Outreach & Training Specialist position requires someone who is great at engaging members via video, live virtual training as well as in-person group settings. This person is capable of handling multiple tasks, has initiative, requires little supervision, and pays close attention to detail. Good communication skills, knowledge of video creation/editing capabilities and a personable attitude are a must. Additional trainings to include content centered around real estate marketing and a variety of other practitioner related topics. The Member Outreach & Training Specialist will work directly with the Director of Professional Development to train and promote the HAR programs, products, and services.

Required/Preferred Skills:

- Professional Appearance and Attitude
- Proficient in Microsoft Office
- Strong knowledge of live video broadcast training systems such as Zoom, Google Meet, and Teams.
- Familiar with Learning Management Systems (LMS)
- Strong organizational and communication skills
- Have a strong understanding of the HAR Platinum Agent products and services (to be learned within first 60-90 days).
- Proficient in the technologies necessary to create and edit video trainings and tutorials.
- Dependable
- Dynamic and Engaging

- 3+ years experience as a real estate practitioner or other related field. *Ability to teach subject matter related to contracts and industry related trends (strongly desired).*
- 3+ years of experience as an instructor for group learners.
- Available Monday through Friday 8am-5pm CST as well as occasional Saturdays from 8:30am-12:30pm. This position will also incorporate trainings in the evenings periodically from 6-9pm.
- Bilingual (Spanish) is a plus but not required.

Ongoing Responsibilities:

- Member support and training for HAR Products and Services, primarily focused on the platinum agent program and Multiple Listing Service.
- Continuous review of HAR products and services.
- Convey information regarding new products and/or changes of the platinum program to other HAR staff and instructors.
- Speak at annual conference (as needed) live and/or virtually.
- Member outreach virtually and in person for brokerage offices and affiliate groups to educate agents regarding HAR products and services.
- Communicate the benefits of HAR Platinum tools to: new members and members who are currently enrolled but not utilizing tools and have yet to take HAR training classes.
- Train current Realtor members on courses related to marketing, the real estate industry, and other related topics.
- Assist in developing content for courses.
- Attend regular Professional Development Advisory Group and Instructor Update meetings.
- Attend other relevant advisory group meetings as needed.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday
- Weekends as needed

Supplemental pay types:

- Bonus opportunities

Interested Candidates should forward their resume along with cover letter and salary expectations to rita@har.com. Questions can be directed to the Rita Blevins at (713) 205-6285.