



This position will provide administrative assistance and support to local Real Estate of Institute (REIC) Edmonton chapter. This position will serve as the initial contact person for inquiries about the local chapter, as well as all administrative duties. This position is part time approximately 10 hours per week.

Job posting will remain open until a candidate has been selected.

Qualifications:

The following is a summary of the minimum skills required to perform the functions of this position:

Office administration experience.

- Experience and knowledge with working or participating on boards.
- Familiar with policies, procedures of boards would be an asset.
- A working knowledge of the Web applications Constant Contact, PayPal, Facebook, Office 365, Internet and email.
- Sound knowledge of and ability to skillfully use Microsoft Office, including Word and Excel.
- Excellent interpersonal, organizational, time management and verbal and written communication skills.
- The ability to manage several activities at once, set priorities, work effectively under pressure, and maintain accuracy along with meeting strict deadlines.
- The ability to work independently with minimal supervision and to recognize the need for keeping the National and local REIC organization informed.

Job Description – Chapter Administrator

- Attends all Management Board meetings, including tradeshow, RAECON, CCI UARC, National and regional meetings
- Update all social media and website with events, stories and changes to chapter board.
- Collects money through Pay Pal and Square, and Cash
- Prepares Administrator report, minutes and notices for each Management Board meeting
- Participates with setting the Annual Budget
- Prepares presentations including yearbook for conferences
- Handles membership enquiries, applications and keeps updated list of members and candidates
- Orders supplies, certificate frames, tradeshow materials, etc
- Arranges facilities, speakers, etc as directed by the Program Director
- Sends quarterly newsletter to members via Constant Contact
- Monitors use of designations and advertising standards
- Keeps in touch with prospective members, via Constant Contact
- Proctor exams for student members as required and monitors education
- Arranges facilities for Management Board meetings, education and events
- Handles Chapter correspondence and notifies REIC National of membership changes
- Handles registrations and collects money for general meetings and events
- Submits advertising to ARLA
- Submits forms for sponsorship and IREM credentials with REIC and IREM
- Sends Minutes of Management Board and General meetings to REIC, through Office 365

For further information regarding this position, please contact Yolanta Scott via email: yscott@cmhc.ca Please title your email Administrator Position