



Real Estate Institute of Canada
Institut canadien de l'immeuble

Title:	Education Coordinator
Summary:	Act as first contact for the Education department and assist Manager of Education for all course offerings and education related logistics.
Salary:	\$35,000.00 to \$45,000.00 /year
Location:	Etobicoke, ON

Overview

Your role will be to champion the REIC curriculum, manage and ensure the quality of education standards are met and maintained daily. Ensure that our faculty has all the tools necessary to facilitate higher education for adult learning. Assist current students and prospects to achieve their professional education goals.

Major Responsibilities:

- Respond to telephone, fax, in-person, and email inquiries regarding REIC courses and offerings in a timely fashion.
- Prepare all course materials, printed and digital, for on-site and off-site courses, including home study and online.
- Process, manage, and monitor all course registrations, payments and invoices; provide receipts when requested.
- Balance monthly course payments.
- Follow up with outstanding payments for the Institute.
- Update and monitor the education schedule(s) and tally sheet daily.
- Manage student database, transcripts, and class rosters, including sending rosters to appropriate partner associations/organizations.
- Assist with booking of course venue, a/v and supplies.
- Liaise with instructors prior to course offering to ensure they have the necessary materials, tools and information.
- Invigilate examinations, from booking to sending out final results and reports.
- Maintain course payment and financial files for auditing
- Purchase food and catering for course offering.

NATIONAL OFFICE

5407 Eglinton Avenue West, Suite 208, Toronto, Ontario M9C 5K6
416.695.9000 | 1.800.542.REIC (7342) | Fax: 416.695-7230
www.reic.ca infocentral@reic.com



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- Set-up and manage the classroom food and supplies during on-site course offering.
- Manage grading logistics with instructor and partnering associations/organizations
- Send out all student course results (pass/fail letters and certificates); also emailing transcript and CPE certificates when requested.
- Assist with updating course materials and content.
- Continuously providing exceptional customer service.
- Switchboard relief.
- Attend and take minutes for committee meetings when required.
- Other duties as assigned.

Marketing:

- Expand relationships with new and current real estate companies and education providers.
- Email broadcast targeted to students.
- Market courses to current students and prospects.
- Work with marketing department on marketing strategies and promotions.
- Liaise with REIC Chapters regarding course offering, promotions, registrations and assist with logistics.
- Attend tradeshow as required.

****Must possess valid drivers license and have access to a reliable vehicle****

Apply online: <https://www.indeedjobs.com/real-estate-institute-of-canada-f271116/jobs/813846d499b57793da95>

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