

The Yakima Association of REALTORS® is looking to hire an Association Executive (AE) who must have the following qualities:

- Strong leadership skills.
- Excellent communication and problem solving skills.
- Good marketing and servicing skills.

The AE of the Yakima Association of REALTORS® and their Multiple Listing Service is responsible to both Executive Committees and their Boards of Directors for the effective conduct of the affairs of both associations. The AE provides overall administration for developing, maintaining, and adhering to and reviewing policies, procedures, meeting core standards and implementing the strategic plan for both the Association and the MLS. The Association Executive oversees and manages the annual budgets, educational programming, communications, and events. This position also involves services for ethics complaints, mediations and arbitrations involving REALTOR® members. Additionally, the executive must always maintain good standing and report responsibilities to the National Association of REALTORS®. Must be able to be willing to work with Annual MLS and YAR Presidents as a team player.

Qualified candidates must be organized & able to multitask through all of this and be able to assist with monthly Board meetings for both YAR and MLS, committee meetings, and always be available to members, non-members, and affiliates. They must be able to always handle inquiries with a smile and respond to them in a professional & timely manner. Some travel required.

All cover letters, resumes, references and salary requirements should be sent by e-mail to resumes@yarmls.com EOE