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| **Job title** | *Community & Public Affairs Coordinator* |
| **Job Family** | *Support* |
| **Reports to:** | *Government Affairs Director/Chief Operating Officer* |
| **Supervises:** | *None* |
| **Classification:** | *Full-Time, Exempt* |

**Job Purpose**

The Community & Public Affairs Coordinator is responsible for managing and administering local community affairs activities for the association and for the Government Affairs Department. Efforts support advocacy initiatives to help build on the Cape Fear REALTORS® (CFR) brand of being the “Voice of Real Estate” in southeastern North Carolina. Additionally, this position promotes and utilizes programs and outreach tools offered by the National Association of REALTORS® (NAR) and the North Carolina REALTORS® (NCR). The position requires an individual who can take the initiative to find creative solutions and to engage REALTORS® with local government and their communities.

**Duties and Responsibilities**

* Supports CFR efforts through partnerships with local governments and non-governmental organizations to promote efforts that cultivate housing affordability and other CFR policy priorities in the region.
* Responsible for promoting association activities and building the brand collaboratively with community organizations, including representing the association on coalitions.
* Assists CFR’s Government Affairs Director (GAD) with the Association’s regional and economic development activities.
* Coordinates monthly Community Affairs Committee agendas, speaker recruitment, meeting arrangements and information dissemination, along with managing monthly meeting minutes.
* Secondary Staff Liaison for the Government Affairs Committee meetings, events, and works with committee volunteers to boost member participation.
* Responsible for following current events (including but not limited to reading news articles, research, opinion, and editorials) in all five counties as they pertain to real estate industry and will work with the GAD regarding any public policy issues.
* Coordinates with the Communications Department to develop and write position papers and newsletter content that frames Association work in the community for members.
* Supports the government affairs programs by leading the efforts to write and secure NAR/NCR grants and other resources designed for local execution.
* Facilitates planning and implementation of specified fundraising events.
* Assists the GAD to ensure related NAR Core Standards are achieved annually.
* Travels as necessary for assigned meetings.
* Assists in other duties as assigned.

**Supervisory Responsibilities**

* None

**Financial Responsibilities**

* Assists GAD and CEO with budget for Government Affairs, Community Affairs, and related activities.
* Writes grants to secure annual funding/support for community and advocacy efforts.
* Manage association-related budget items and programs.

**Required Skills**

* Ability to make informed and timely decisions.
* Ability to work collaboratively with others.
* High degree of integrity and ethical standards.
* Excellent organizational skills, ability to set priorities, manage multiple tasks and follow through with limited supervision.
* Excellent interpersonal and communications skills, both verbal and written.
* Ability to take complicated information and communicate it simply.
* Exceptional customer service and support skills.

**Essential Soft Skills**

* Emotional Intelligence
* Adaptability
* Multi-tasking
* Integrity
* Strong work ethic
* Dependability

**Required Technology**

* Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, and Teams
* MLS, Magic, and Supra
* Distance learning and meeting platforms

**Education and Experience**

* Bachelor’s degree in Political Science, Communications, Public Affairs, or other similar field of study is preferred.
* Background in political affairs, community engagement, or a related field.
* Real estate experience is helpful but not require.
* Grant writing experience a plus.

**Physical Requirements**

* Flexibility to work long hours and weekends.
* Ability to walk, stand, and sit (including on the floor) for long periods of time.
* Must be able to lift and carry supplies weighing up to 30 pounds.
* Position will require bending, leaning, kneeling, and walking.