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| **TITLE: RPAC & Grassroots Advocacy Specialist** | Graphical user interface, text  Description automatically generated with medium confidence |
| **LOCATION: Bend, Oregon** |
| **REPORTS TO: Government Affairs Director** |
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DESCRIPTION OF THE ORGANIZATION:

The Central Oregon Association of REALTORS® (COAR) is the voice for real estate in Central Oregon. We represent more than 2,500 members involved in all aspects of the residential and commercial real estate markets throughout Central Oregon. The Central Oregon Association of REALTORS® also owns and operates the Multiple Listing Service of Central Oregon.

POSITION SUMMARY:

The REALTOR® Political Action Committee (RPAC) Specialist is responsible for managing and administering political investment activities for the association and supporting various grassroots advocacy initiatives throughout the region.

ESSENTIAL FUNCTIONS:

* Committee Liaison: Staff liaison to the COARPAC Trustees Committee. Work with the committee chair to set agendas, invite guest speakers, and educate the committee. Work with the committee to identify political victories for use to encourage member investments, recognition efforts, local strategies, and to record and develop minutes. Update the committee on goal status, along with federal and state collaborative efforts. This position will also support the Government Affairs Director during the Government Affairs Committee meetings.
* Reporting: Ensure member investments, candidate expenditures and all other RPAC activity is reported properly and timely in compliance with state campaign finance laws. Assist Business Manager with maintaining records and filing required campaign finance reports with the office of Commissioner of Political Practices.
* Promotion Plan for Goal: Works with the Chief Executive Officer, the Government Affairs Director and state and federal association contacts, to develop an annual plan that will allow the association to meet (or exceed) participation, investment, and major donor goals. Execute, plan and ensure compliance with state and federal law.
* Candidate Funding: Work with PAC Trustees to maintain a candidate support process that includes the creation of a candidate questionnaire for distribution to candidates, briefing materials for the task force or committee, candidate interviews, and identification process of candidates to support and/or fund. Assists the Government Affairs Director with candidate score cards for use by the PAC trustees in making their campaign funding decisions.
* Education: Write articles for the newsletter, blog, and uses other communication vehicles to educate the association members about the value of RPAC, legislative victories, and supported candidates via a candidate slate sent to members before each election.
* Branding/Recognition: Work with the Communications Director to educate the membership about RPAC, secure opportunities at association events (e.g., promotion table) to promote RPAC, and promote and recognize investors and major donors.
* Core Standards: Assists the Government Affairs Director in ensuring that the association meets NAR’s Core Standards advocacy compliance criteria annually.
* Administrative: Assist GA Director with the RPAC and IMF awards and recognition programs. Provide administrative support to Government Affairs Director and assist with grant applications
* Broker Involvement Program:Target offices for the Broker Involvement Program and maintain accurate records with the National Association of REALTORS®
* Policy Monitoring: Track relevant issues and proposals with local municipalities and attend City Council and County Commission meetings as needed.
* Grassroots Advocacy: Work with the Government Affairs Director to develop calls for action and provide input on policies impacting the local real estate industry. Organize voter registration initiatives and GOTV efforts.
* Event Planning: Assist with candidate training, REALTOR® Day at the state capital, and other events.
* Attend Oregon REALTORS® meetings as requested.
* Attend other training and conferences as requested by the CEO.
* Perform other duties as assigned by the Government Affairs Director and the CEO.

QUALIFICATIONS:

* Bachelor’s degree preferred.
* 2-3 years’ experience in campaign, fundraising, or public affairs.
* Excellent computer skills (PC or Mac) experience with standard Microsoft business applications (Outlook, Word, Excel, PowerPoint), email systems, social media applications, Google, Database and/or CRM software, Canva, and a willingness to learn new software as directed.
* Excellent interpersonal skills.
* Effective communication skills, both verbal and written.
* Ability to take complicated information and communicate it simply.
* Ability to problem solve and source information.
* Accurate and precise attention to detail.
* Ability to multitask, prioritize and manage time efficiently with multiple interruptions.
* Self-motivated and willing to support our small team.
* Ability to work outside of normal business hours and attend association events throughout the year.
* Highly organized.
* Experience managing volunteers and reporting to boards and or committees preferably.
* Candidate cannot have an active real estate license.
* Vaccinated and willing to wear a mask when required by local, state or national policies.

PREFERRED QUALIFICATIONS:

* Understanding of local political and policy issues in Central Oregon
* Event Planning Experience
* General understanding of the home buying/selling process.
* Understanding of Political Action Committee laws

BENEFITS & SALARY

* Salary range for the position will be $50,000-$60,000 based on qualifications
* Health, Dental, Vision, Life insurance
* 401K Plan with 5% company match
* Generous PTO Policy along with all Federal Holidays off

To apply, please submit your cover letter and resume to [tyler@coar.com](mailto:tyler@coar.com).