**Realtors Property Resource, LLC**

**Position Title: Training Manager (Updated July 2021)**

**Reports to: Director, Training and Program**

**Position Requirements:**

Proficiency in training and creating class content for real estate agents and brokers for in person, online and recorded class formats. Candidate must have strong technical skills and be proficient with standard computer applications and willing and able to learn proprietary technology tools. Excellent oral and written communications skills as well as presentation skills required. Knowledge of and expertise with MLS functions and applications used by real estate agents preferred. Candidate must be able to travel on demand, with the potential for up to 20% travel.

RPR is a data technology organization, where a “can do” and enthusiastic attitude is required for success in this fast-paced entrepreneurial environment.

* Candidate will work from home office and must have appropriate workspace for communicating online and conducting online training sessions, including access to high speed Internet.
* Candidate must have the ability to create, produce and edit computer-based videos
* Candidate will be a self-starter, and show success in working with a minimum of day-to-day supervision.

**Time Allocation**

* Delivering RPR training classes represents approximately 50% of the job
* Creating and updating class content represents approximately 25% of the job
* Administering Trainer Certification program, including Salesforce maintenance and various administrative tasks represent approximately 25% of the job

**Primary Responsibilities:**

● Assist the Director of Training and Programs and work with fellow Training Manager to create and maintain class content, including both written and online curriculum, as well as all corresponding class slide decks, handouts, etc.

● As assigned, teach a regular suite of national webinars demonstrating RPR tools and resources for REALTORS®.

● Assist in development and marketing of new courses with the goal of increasing RPR usage

● Conduct Training via webinars and and in-person formats as necessary at the discretion of the Director of Training and Programs as necessary to support the Industry Relations and Broker Services teams.

● Assist with coordinating and scheduling training sessions.

● Assist with administrative functions related to class and trainer tracking in Salesforce.

● As requested, lead Train the Trainer classes for Association, MLS and Brokerage staff, and Mortgage and Title Company employees, including both live and online classes at the direction of the Director of Training and Programs

● Work with the Director of Training and Programs to facilitate the trainer certification program. This includes ongoing communication with trainers to share class materials, answer questions and provide general support.

● Work with RPR’s Product and Marketing teams to keep webinar library up to date

● Work with the Director of Training and Programs to create and take advantage of any other opportunities to drive adoption of the Realtors Property Resource tool.

**Travel**

* Expected travel in this role is up to 20% of the time but this will be determined based on the current needs of the company.

Interested candidates should send a resume to Valerie Rivers at [ValerieR@narrpr.com](mailto:ValerieR@narrpr.com).