



## **MLS Administrator & Events Coordinator**

Humboldt Association of REALTORS®

Full-time (36 hrs/week)

Salary range of \$25-\$32.50 per hour

Looking to fill immediately!!!

### **About the Role**

The Humboldt Association of REALTORS® is seeking a highly organized, self-directed professional to run our Multiple Listing Service (MLS) and help bring our member events to life. You'll be a key part of a small team serving Humboldt County's real estate community: keeping our MLS running smoothly, supporting our committees, and making sure our events are promoted well and on time. This position is the "front desk", welcoming and directing visitors and members. This role suits someone who enjoys building systems, plans weeks ahead, and is comfortable keeping several projects moving at once.

### **What You'll Do**

- **MLS administration and compliance:** Manage the MLS system day-to-day, including tech support, error reports, rule violations, and daily hot sheets. Maintain the MLS Rules & Regulations, support our lockbox system, and process annual waivers, LFROs, and user lists. Create and maintain website content for MLS and Affiliate Committees.
- **Committee support:** Staff the MLS and Affiliates Committees and the Event Space Taskforce, including agendas, minutes, research, and follow-through.

- **Event coordination and marketing:** Plan and produce timely promotion for education classes, mixers, membership meetings, and Event Space programs across flyers, email, our website, and social media. Manage the Event Space calendar and artists, and help with events from contract to cleanup.
- **Member services and training:** Teach the MLS portion of New Member Orientation, provide one-on-one training, coordinate weekly MLS tour meetings, and handle membership changes.
- **Light bookkeeping:** Assist with invoicing and inventory in QuickBooks Online, monthly auto-payments, and support with receivables.

### **What You Bring**

- 3+ years of administrative or customer service experience with growing responsibility
- High-level organizational, systems, and time-management skills, with a track record of meeting deadlines without reminders
- Experience creating marketing materials with Canva, Microsoft 365, Adobe Acrobat, email marketing, and social media
- Clear written and verbal communication; comfortable explaining rules to members professionally
- Valid CA driver's license, reliable transportation, auto insurance, and the ability to be bonded

**Nice to have:** MLS or real estate industry experience, QuickBooks Online, event planning, website updates, an associate's degree

### **What We Offer**

- Annual compensation of \$50,525 (\$25/hour)
- Life, dental, and health stipend
- 401(k) with 3% employer match
- Paid vacation and sick leave

- Monday–Friday schedule with occasional evening and weekend events (mixers, installation dinner, member events)
- A varied role at the center of the local real estate community

**To Apply**

Submit your resume and a brief note answering: *“Tell us about a system you created to stay organized, or an event you promoted from start to finish.”* Samples of flyers or marketing pieces you’ve designed are welcome. Email your resume and corresponding documents to Kristen Kelley, CEO, at [kristen@harealtors.com](mailto:kristen@harealtors.com).

If you have any questions regarding this job, contact us at 707-442-2978 x102.