

## Alberta Real Estate Association POSITION PROFILE

Position Title:	<b>Practice Advisor</b>	Start Date:	<b>November 1, 2020</b>
Reports to:	<b>Senior Member Engagement Advisor</b>		
	<p><b>AREA OVERVIEW</b></p> <p>The Alberta Real Estate Association (AREA) is the provincial professional organization that represents the interests of 10 regional real estate boards/associations and more than 10,500 REALTORS® province-wide.</p> <p>Based in Calgary, the association’s mission is to provide strategic leadership through AREA’s member-centric advocacy, professional development, and provincial services to advance the Alberta real estate profession and our members’ success.</p>		
	<p><b>KEY COMPONENTS AND RESPONSIBILITIES OF THE POSITION</b></p> <p><b>1. Scope</b></p> <ul style="list-style-type: none"> <li>• Reporting to the Senior Member Engagement Advisor, the Practice Advisor is responsible for providing practice advice and support to AREA members, promoting provincial best practice standards, and advancing professionalism initiatives within the industry.</li> <li>• The Practice Advisor will work collaboratively with and through other AREA departments and external stakeholders to achieve AREA’s objectives including supporting the communications, professional development, and member services teams.</li> <li>• Exceptional customer service skills and professionalism are a requirement, particularly when responding to phone and email queries.</li> <li>• AREA reserves the right to revise the responsibilities outlined below as needed.</li> </ul>		
	<p><b>2. Key Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide real estate practice advice to Alberta REALTORS®</li> <li>• Respond to member and consumer inquiries related to real estate practice concerns and best practices</li> <li>• Liaise with industry stakeholders to promote real estate best practices and AREA practice resources</li> <li>• Identify trending real estate issues and topics to drive content for AREA communications and professional development initiatives, including social media, newsletters, webinars, and podcasts</li> <li>• As a subject matter expert, draft and edit content to build AREA’s resource library and to support communications and professional development projects</li> <li>• Assist in the oversight of AREA’s real estate forms catalogue, including publication processes and relationships with third-party service providers</li> </ul>		
	<p><b>3. Relationships</b></p> <ul style="list-style-type: none"> <li>• The Practice Advisor must establish and foster relationships with:             <ul style="list-style-type: none"> <li>▪ AREA members</li> <li>▪ AREA team</li> <li>▪ Other industry stakeholders</li> </ul> </li> </ul>		

	<p><b>4. Competencies</b></p> <p><b><u>Required Knowledge and Skills</u></b></p> <ul style="list-style-type: none"> <li>• Analytical: Ability to apply critical thinking, logic, and experience to the task at hand</li> <li>• Rigorous: Demonstrated thoroughness, accuracy, and attention to detail</li> <li>• Highly organized: Able to effectively manage a project comprised of multiple, parallel tasks through to timely completion</li> <li>• Independent: Motivated, self-directed, and able to work well with minimal supervision</li> <li>• Problem solving: Ability to define the problem, generate and evaluate alternatives, and implement optimal solutions</li> <li>• Multi-tasking: Adept at prioritizing competing projects and maintaining efficient use of time to deliver the required work</li> <li>• Service-oriented: Outstanding communication and interpersonal skills with a focus on rapport-building and listening, using a supportive, helpful approach</li> <li>• Collaborative: Helpful, respectful, and receptive to feedback</li> <li>• Exercises judgment and discretion: Recognizes and treats information with sensitivity and confidentiality as needed</li> </ul>
	<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>• Proven experience as practice advisor in the real estate industry (such as working in a real estate mentor, broker/manager, or practice advisor capacity)</li> <li>• Excellent understanding of real estate best practices and dedication to upholding and enhancing industry professionalism</li> <li>• Thorough knowledge of the Real Estate Act Rules, standard forms, REALTOR® Code, and Provincial MLS® System Listing and Practice Rules for Alberta REALTORS®</li> <li>• Experience in organized real estate or working as a licensed real estate associate/broker is an asset</li> </ul>
	<p><b>5. Benefits</b></p> <ul style="list-style-type: none"> <li>• Competitive salary</li> <li>• Extended health, vision and dental benefits</li> <li>• Life and disability insurance</li> <li>• Vacation &amp; paid time off</li> <li>• Employee assistance program</li> <li>• On-site parking</li> </ul>

*Alberta Real Estate Association (AREA) is an equal opportunity employer and offers employment to all persons. We are committed to accommodating applicants with disabilities throughout the hiring process. Accommodations for job applicants with disabilities will be provided upon request. Our requirement is that you have the necessary skills and abilities to do the job and the attitude of a team player.*

*Interested applicants should submit their cover letter and resume detailing qualifications and related experience no later than **October 15, 2020** to: [careers@albertarealtor.ca](mailto:careers@albertarealtor.ca). Be sure to include the position you are applying for in the email subject line.*

*AREA thanks all interested applicants; however, only qualified candidates will be contacted for an interview.*