



Metro South Association of REALTORS® (MSAR) is seeking a full-time Operations Coordinator to help keep our association running smoothly. This role will work closely with the CEO as administrative support, organize all association classes & events, manage member communications, and assist with member service coverage.

About MSAR:

Our Mission: Empowering REALTORS® for Success and Advocating for Private Property Rights.

Metro South Association of REALTORS® is a professional trade association serving more than 1700 REALTOR® members across the South Metro Atlanta area. MSAR provides a suite of benefits to its members including legislative advocacy, education, professional standards, and networking to support members' businesses.

The ideal candidate is highly organized, takes initiative, and enjoys seeing a project through from start to finish. Other considerations include:

- General knowledge of office administrative activities
- General knowledge of commonly used hardware and software including but not limited to:
 - Microsoft Office, including Outlook calendar management and Google products
 - Excel Spreadsheets
 - Association / Client management systems (GrowthZone, Ramco, etc.)
 - Scanners, printers, computers, and other office equipment
 - Typing skills
 - Social Media Platforms
 - Basic Graphic Design tools (Canva)
 - Task management tools (Microsoft Planner)
- Comfort using approved AI tools to work more efficiently, with the judgement to review and edit AI-generated content for accuracy and tone while adhering to any relevant AI
- Strong written communication and proofreading skills.
- Experience coordinating events, classes, or meetings.
- Ability to manage multiple projects and deadlines at once.
- Discretion in handling confidential membership, leadership, and board materials.
- Experience working in the real estate industry or with a professional association is a plus, but not required
- Post-secondary education, certificates, and specific training are a plus, but not required.
- Real estate professionals are encouraged to apply, but accepting this role does require placing any active real estate license in inactive status and ceasing all other real estate brokerage/salesperson activities, effective as of the employee's first report to duty.

Working Conditions:

- Attire: Business casual, semi-formal may be needed several times per year for events



- Must be willing to work in the Morrow, GA office from 9:00am to 5:00 pm Monday – Friday. (Schedule may be adjusted for offsite events and evening events, as needed.)
- Regular attendance at association classes and events is required, including some evening events. Local travel to offsite events is required, with mileage reimbursed at the IRS standard rate. Occasional overnight travel may be requested.
- Approximately 80% of work will be performed in an office environment at a desk. The remainder involves event setup, check-in, misc. physical tasks, and onsite support.
- This position involve moving tables, chairs, and supplies. Reasonable accommodations will be made.
- This position manages multiple projects and deadlines at once and must be able to switch between tasks quickly.
- Any equipment or supplies necessary for the job will be provided
- Must have a valid driver's license and reliable transportation.

Employment Salary, Benefits, and Notice:

- Salary will be competitively set annually
- This is a non-exempt salaried position. Schedules will be adjusted to accommodate evening and off-site events, and any overtime will be compensated in accordance with federal law.
- Employee will receive the following benefits:
 - 2 weeks paid vacation
 - 1 hour lunch break (flexible timing)
 - 10 paid holidays annually
 - Mileage reimbursement at the IRS standard rate for offsite events.
 - Professional Development, including access to MSAR classes and industry training.

Metro South Association of REALTORS® is an equal opportunity employer and values celebrating diversity and providing a safe and inclusive environment for all staff and members, free from discrimination of any sort. Employment with MSAR is at-will, meaning either the employee or MSAR may end the employment relationship at any time, with or without cause or notice. Nothing in this job posting or the accompanying duties matrix creates a contract of employment.

Application Instructions & Process:

The Operations Coordinator job posting will be active on Indeed.com until at least 11/16/2026 and will be posted in the Metro South Weekly newsletter. Applications will be reviewed on a rolling basis. Only applications submitted through Indeed.com will be considered. Selected candidates will be invited to a phone screen, followed by an in-person interview, if applicable, which may include a short skills exercise. All applicants and interviewees will receive an email notification of a positive or negative decision.

Please see a comprehensive list of duties and responsibilities on Pages 3 and 4.



Job Duties Matrix — Operations Coordinator

Reports to CEO | In-Person, M-F, 9:00am - 5:00pm (occasional after hours & weekends)

Category	Duties
CEO Administrative Support	- Proactively review the CEO's MS Planner task board on a regular basis and take initiative to complete any assigned or delegatable tasks independently. - Flag completed tasks and communicate updates to the CEO to maintain visibility and reduce follow-up demands. - Assist the CEO with correspondence, scheduling, document prep, and other admin tasks as directed. - Support the CEO in tracking action items from board meetings, committee meetings, and other leadership engagements. - Assist with preparation of materials for board and committee meetings, including agendas, minutes, follow-up items, etc.
Organize and Manage Classes & Events	- Plan and coordinate logistics for all association events (venue, catering, vendors, supplies, setup), within the approved budget, as directed by the CEO. - Serve as the primary organizer of MSAR Outlook Calendars, GrowthZone Calendars, Website Calendars, and Education Spreadsheet. - Provide graphics and flyers for all upcoming events. - Set up events in all platforms as soon as they are officially scheduled. - Manage email and social media notifications leading up to and after the class: reminders, class follow-up, no-show notifications. - Manage the scheduling and organizing of all classes and room rentals. - Organize communication plans for instructors, proctors, and participants in the weeks and days leading up to each event hosted by MSAR. - Organize an ongoing marketing plan to maximize all members' knowledge of upcoming classes & events hosted by MSAR. - Check in all participants to MSAR events, in conjunction with other staff. - Manage all class and event follow-up: save sign-in sheets, record attendees, send follow-up materials to participants. - Ensure all students receive CE credit for classes taken by uploading credit into GREC or verifying the class roster with the instructor or respective school owner. - Coordinate New Member Orientation logistics. - Schedule CEO office visits.



Job Duties Matrix — Operations Coordinator (continued)

Reports to CEO | In-Person, M-F, 9:00am - 5:00pm (occasional after hours & weekends)

Category	Duties
Administrative Responsibilities	- Attend any staff meetings and familiarize yourself with the structure and goals of NAR, GAR, & MSAR, as well as general real estate practices. - Be the secondary resource for answering phone calls, texts, and email notifications from, and provide basic assistance to the members, public, and affiliate entities. Goal: Any calls that cannot be answered by the Membership Director should be answered by the Operations Coordinator. Escalate to the CEO only for governance, professional standards and ethics matters, formal complaints, legal or financial issues, or media inquiries. - Monitor texting platform for any incoming messages from membership and answer or direct them to the appropriate entity. - Organize special projects for membership and leadership. - Association events may occasionally require work to be performed outside of regularly-scheduled business hours. In this event, your schedule may be adjusted accordingly to accommodate. - Operations Coordinator is eligible for the IRS standard mileage reimbursement for offsite events.
Physical Responsibilities	- Assist all staff with any tasks related to the general conduct of MSAR's day-to-day business, as directed by the CEO. - Move items for classes and events, only as physically able. - Maintain office in a neat and orderly fashion at all times. - Clean up after classes and events. - Perform weekly, monthly, and as-needed office cleaning in conjunction with other staff, only as physically able. (See cleaning duties tab)
Social Media Management	- Maintain regular posting on the association's social media accounts: Facebook, Instagram, LinkedIn. - Posts should be made at least 3 times weekly, updating members on upcoming events, association initiatives, or sharing content from trusted sources. - Incorporate NAR observance months, national heritage months, and federal holidays across all social media.
Newsletters	- Create a weekly newsletter, providing members with upcoming events, articles related to their membership or the industry, news, and other MSAR initiatives. - Incorporate NAR observance months, national heritage months, and federal holidays into newsletters. - Incorporate photos from past events.
Website Management	- Maintain current information on MSAR's website (msarboard.com) at the CEO's discretion. - Work with the CEO to make any requested improvements to the website.

Acknowledgement: The duties and responsibilities of MSAR staff are subject to change, at the sole discretion of the Chief Executive Officer.