

The MetroTex Association of REALTORS is seeking an MLS (Multiple Listing Service) Training Coordinator to work out of the Association headquarters office located in Dallas, Texas. Travel throughout the North Texas Region is required.

The ideal candidate possesses strong classroom computer hands-on instructional skills, experience using Microsoft Office products, ability to create course materials and the ability to multi-task. Experience working in the real estate industry would be a plus but not a requirement.

Primary Responsibilities Include:

- Development and delivery of hands on MLS training courses for the various MLS products.
- Development of course materials for training courses.
- Delivery of training courses in facilities outside the main MetroTex office.
- Provides support via telephone or online to approximately 14,000 active Participants and Subscribers for the products of the Multiple Listing Services (MLS).
- Assists with the preparation of MLS training materials and course documentation
- Contributes technical articles for the Association website, newsletter and blog posts

[View the complete job description](#)

MetroTex offers salary commensurate with experience as well as excellent full benefits. Please submit your resume and salary requirements to Cathy Faulkner at cathyf@dfwre.com