



SASKATCHEWAN REAL ESTATE COMMISSION

237 Robin Crescent, Saskatoon, Saskatchewan S7L 6M8

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Education and Communications Coordinator

The Saskatchewan Real Estate Commission (the "Commission") is accepting applications for an Education and Communications Coordinator in Saskatoon, Saskatchewan. The Commission is an independent, non-governmental agency that is responsible for the regulation of the real estate industry in Saskatchewan. The Commission is mandated to provide consumer protection and services that enhance and improve the real estate industry and the business of its members.

Reporting to the Executive Director/Registrar, the successful candidate will be responsible to coordinate, implement and evaluate the pre-licensing and post-licensing education programs, policies, development and delivery of the Commission's mandatory education programs for registrants. Further responsibilities include acting as liaison with the Commission's education and examination providers and the provincial real estate association and real estate boards. The individual will also assist in the on-going maintenance of education offerings as well as the tracking and retention of the related documents and publications. Additional responsibilities include coordinating a broad range of communications activities and the development and implementation of industry and public relations plans and policies that support the Commission's strategic goals and objectives.

Experience and/or qualities of benefit to this position may include:

- Experience in the development and delivery of education products;
- Experience in education testing protocols;
- Excellent written and verbal presentation skills;
- Ability to work both independently and collaboratively within a cohesive team;
- Ability to be detail-oriented while working with large amounts of data;
- Proficiency with analyzing information and effectively problem-solving;
- Ability to prioritize and complete multiple tasks efficiently and effectively;
- Experience with elected boards or regulatory bodies;
- Understanding of the real estate industry and legislation;
- Proficiency in MSWord, PowerPoint; Excel and Outlook.

The Saskatchewan Real Estate Commission offers a competitive compensation and benefits package.

Interested applicants should submit their resume, references, and a covering letter via email before November 15, 2014, in confidence to:

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