

## Full-time Staff Attorney FOXBOROUGH

### **Benefits Offered:**

401K, Dental, Life, Medical, Vision

The Massachusetts Association of REALTORS® (“MAR”), a large statewide trade association, has an opening for a lawyer to support its Legal Affairs. The ideal candidate will be interested in becoming an expert on legal issues affecting the real estate brokerage industry while also administering the Association’s professional standards process.

### **Duties and Responsibilities:**

- Oversee and administer the Association’s professional standards program (including ethics, arbitration, and mediation); serving as legal counsel for ethics and arbitration hearings and appeals, as well as training and education activities).
- Develop information for members on important professional standards topics.
- Field and respond to calls from members to the MAR Legal Hotline regarding various topics involving real estate transactions, compliance with state and federal laws, and the National Association of REALTORS®’ Code of Ethics and Arbitration Manual.
- Develop and maintain a library of commonly asked legal questions and answers to make available to members.
- Attend and assist in preparation of meeting agendas and materials for the Forms Content Advisory Committee
- Assist as needed to develop, maintain, and improve the Association’s comprehensive real estate standard real estate forms.
- Develop and deliver educational presentations regarding legal issues and trends to help manage risk.

### **Education and Experience:**

- Law degree from an ABA-accredited law school and admitted to practice in Massachusetts
- Excellent interpersonal, public speaking, presentation, communication and time management skills.
- Ability to summarize and communicate in English complex legal information in varied written formats to internal and external customers.

### **About Massachusetts Association of REALTORS:**

MAR serves 27,000 REALTOR members across the Commonwealth.

**Interested applicants should submit a cover letter and resume to:**

[jobs@marealtor.com](mailto:jobs@marealtor.com)