

FULL-TIME COUNSEL

Assists General Counsel and Director of Government Affairs with the association's compliance with federal, state, and local laws and regulations. Assists members with legal matters pertaining to real estate, business regulations and the REALTOR® Code of Ethics.

- Manages and oversees the operation of member Legal Hotline; researches and provides information to members and local association leaders regarding legal matters.
- Provides analysis of regulations and court case decisions affecting industry. Researches, analyzes and interprets legislation, contracts, and other written documents.
- Reviews and makes recommendations/amendments to MAR's catalog of legal contracts and forms.
- Serves as a point of contact for electronic forms vendors.
- Manages and serves as liaison to numerous Committees.
- Educates, moderates panels, and presents legal updates to members in person, virtually and through recorded videos.
- Prepares content, works with outside instructors, and oversees continuing education offerings.
- Writes articles for publication regarding current legal topics.
- Assists in the professional standards process/enforcement of the Code of Ethics.
- Builds and develops networking among association membership and enhances involvement.
- Performs any other function or responsibility as assigned.

Skills:

- J.D. Degree and member of the Massachusetts Bar in good standing.
- Ability to summarize and communicate in English complex information in varied written formats to internal and external customers.
- Ability to quickly and accurately read and analyze legislation/regulations.
- Knowledge of specific Massachusetts statutes and regulations and some case law.
- Strong legal research skills.
- Excellent interpersonal, public speaking, presentation, communication, and time management skills.
- Experience with Outlook, Word, Excel, and PowerPoint.

The Massachusetts Association of REALTORS is a 501(c)6 trade organization that was founded in 1924. MAR has 23,000 members across the Commonwealth.

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Tuition reimbursement
- Vision insurance

Schedule:

- Monday to Friday

Work Location: Foxborough, MA/Hybrid

To apply, please email your resume to: Theresa Hatton, thatton@marealtor.com