

Nevada Mortgage Lenders Association



Executive Director - Intern

Job Description, Role, and Responsibilities

Position Summary:

The Executive Director - Intern reports to both the Chair of the Board of Governors and the President of the Board of Directors for Nevada Mortgage Lenders Association (NMLA) and works in partnership with the officers of the Board of Directors.

The Executive Director - Intern is a temporary and part-time position (with long-term potential) and is responsible for managing the day-to-day functions of NMLA. This will include being the liaison between NMLA and our lobbying firm, politicians, and political parties. The Boards are exclusively made up of volunteers with busy, full-time careers in the mortgage and mortgage related industries. This role will ensure that the objectives set by both boards are executed.

Essential Functions and Responsibilities:

- General management of the organization's day to day activities
- Manage the membership roster
- Invoice Members, track payment status, and follow up on past due invoices
- Keep minutes at Board meetings
- Membership outreach
- Coordinate with our Lobbying firm on Board directives
- Update and maintain NMLA website and social media accounts

Desired Qualifications:

- Effective communicator
- Highly Organized
- Reliable
- Self-Starter
- Detail Oriented
- Basic understanding of database management
- Basic project management experience
- Interest in leadership and/or politics

Compensation:

- Independent Contractor
- Base hourly rate
- Paid Semi-Monthly (1st and 15th of each month)
- New member acquisition bonuses

Requirements:

- Access to reliable internet
- Must have own laptop or computer
- Basic understanding of Microsoft and google suite of office tools
- Able to work up to 20 hours per week
- Able to work periodic special events (may include weekends)

Submit all resumes and inquires regarding this role to admin@nvmla.com

Please reference "NMLA Executive Director Internship" in the subject line.