

**CCMC currently has a full time Community Standards/ARC Coordinator position open at Red Rock Country Club Homeowners Association in Las Vegas, Nevada.**

Soaring mountain peaks and breathtaking views make the Red Rock planned community one of Las Vegas most prestigious addresses. Red Rock Country Club consists of 1,117 luxury and custom homes on the magnificent vistas of the inviting fairways in a 24/7 guard gated community. Enjoy majestic views of the Red Rock Mountains, the glitter of the Las Vegas strip and views of Summerlin's finest golf courses and Country Club. A variety of architectural designs with private courtyards, gourmet kitchens, spectacular pools and lush landscape define luxury living in Red Rock Country Club.

The Community Standards/ARC Coordinator reports directly to the Community Manager and is responsible for:

- Providing administrative and operational support to the Community Manager, Assistant Community Manager, and Community Standards Director;
- Primary functions relating to Community Standards, community inspections (using Smartwebs and VMS) and Architectural Plan Review ensuring that all Architectural Review applications are submitted by residents in a complete fashion for review.
- Working closely with related committees (comprised of resident volunteers within the community) creating committee meeting agendas, leading the meetings and being responsible for meeting minutes and related correspondence.

Additional responsibilities will include:

- Assisting Management and Community Standards Director with administrative support to include use of spreadsheets, fine collection processing and communications in addition to answering phones and greeting visitors.
- Assisting with Annual Meeting/Board election and other community activities as required.

The ideal candidate will have strong communication skills and excellent people skills.

Must have the ability to establish and maintain good working relationships with Board, staff, residents, volunteers, and contractors and be able to design, implement, and monitor programs and plans for Community Standards and Architectural Review as well as a good knowledge of governing documents, rules and regulations, NRS 116, and the ability to communicate these effectively to staff and residents.

Work is conducted both indoors and outdoors. Must be able to work in an office environment and work outdoors in various weather conditions. May be required to repetitively lift and move up to 40 lbs. Office hours are Monday through Friday from 8 a.m. to 5 p.m. and candidates must be available to attend the occasional weekend community event.

There ARE opportunities for advancement within Red Rock Country Club and CCMC.

Must have High School diploma, 2+ years' experience in a community association management setting and possess a Valid Nevada driver's license. Ideal candidate will have a CAM license or Provisional CAM license, but this is not a requirement.

This community is a dream to work for. If you are interested, please email Elyssa Rammos at [erammos@ccmcnet.com](mailto:erammos@ccmcnet.com).