

Subject Matter Expert (SME) – RECO Salesperson Registration Education Program (SREP)

Contract Type: Independent Contractor

Location: Remote

Program Area: Real Estate Council of Ontario (RECO) Education Program

Reporting To: Director, RECO Education, Fleming College

Scope of Work:

Fleming College is seeking qualified and dynamic independent contractors to serve as Subject Matter Experts (SMEs) for the Real Estate Council of Ontario (RECO) Education Program. SMEs will support learner success by responding, in real time, to subject matter questions from learners who are enrolled in RECO's registration education, delivered by Fleming College.

The ideal Subject Matter Expert will possess professional experience in the real estate sector and will work in collaboration with Fleming College and RECO to ensure the highest standards of learner support.

Requirements:

- Availability during defined student support hours
- Provide real-time responses to learner inquiries related to course concepts, real estate legislation, and scenarios
- Provide timely and thorough written explanations for learner questions submitted via email
- Provide one-on-one phone consultations for complex or nuanced learner questions
- Provide constructive feedback to learners throughout their learning experience
- Maintain a safe, inclusive, and respectful environment that aligns with RECO and Fleming College values
- Participate in facilitator training, orientation, and periodic check-ins
- Stay informed about current real estate practices, regulations, and market trends in Ontario
- Adhere to program schedules, timelines, and administrative requirements as outlined in the independent contractor agreement

Mandatory Qualifications:

- 5+ years of experience in real estate as a registrant with the Real Estate Council of Ontario (RECO)

- 3+ years of commercial real estate experience
- Thorough knowledge of Ontario's real estate principles and practices, including:
 - - Trust in Real Estate Services Act, 2002 (TRESA)
 - - Code of Ethics
 - - All other relevant legislation and regulatory requirements
- Registered and in good standing with RECO

Value Added:

- Prior experience as a facilitator, instructor, or trainer in an adult education setting
- Familiarity with scenario-based learning approaches
- Certification or coursework in adult education (e.g., Teaching Adults Certificate, PIDP, or similar)
- Demonstrated commitment to equity, diversity, inclusion, and accessibility (EDIA) in education or professional settings
- Experience delivering content that supports compliance and ethical practice in real estate
- Experience trading in rural and waterfront properties

Contract Details:

- This is a contractor position. SME's will operate as independent contractors and are responsible for their own taxes and benefits
- Compensation will be provided as an hourly rate as defined in the contractor agreement.
- Flexible schedule with sessions assigned based on SME availability
- Contractors must provide their own equipment and internet access for remote student support

Process:

Interested Subject Matter Expert should submit the following:

- Expression of interest outlining relevant experience including current brokerage and number of years as a registrant with RECO
- Proof of current RECO registration and standing
- Current portfolio, if available

Fleming College is committed to fostering a diverse and inclusive environment. We welcome proposals from all qualified individuals, including Indigenous peoples, racialized persons, persons with disabilities, persons of any gender identity and sexual orientation, and others who contribute to the diversity of our community.