



CFA Society Victoria is a non-profit professional association of investment and finance professionals. Our society exists to serve members from Victoria and other areas of Vancouver Island, as well as professionals from the many surrounding Gulf Islands.

As the local member society of **CFA Institute**, it is our goal to foster steadily rising standards of professionalism and integrity, not only for our members, but also for the regional investment community as a whole.

CFA Society Victoria members include portfolio managers, investment counsellors, security analysts and traders, real, estate professionals, investment advisors, and government advisors, to name a few.

Together we strive to:

- Promote ethical and professional standards within the investment industry
- Encourage professional development through the CFA Program and continuing education
- Facilitate the exchange of information and opinions among people within the local investment community and beyond
- Work to further the public's understanding of the CFA designation and investment industry

CFA Society Victoria is the winner of 2017 Society Excellence Award and 2015 Society Excellence Award, and a proud partner of CFA Societies Global Passport Program.

*CFA Society Victoria is seeking an experienced **Society Administrator** for a part time (independent contractor) role.*

Primary tasks and responsibilities:

- Email/phone correspondence with members, CFA program candidates, prospective members and other business associates
- Event management of all luncheons/dinners/other activities put on by the Society
- Organize and attend monthly board meetings (and other committee meetings as needed) and compile Board meeting reports
- Coordinate Society marketing material – primarily event related
- Work with CFA Institute on reporting or administrative needs
- Bring forward best practices and available resources from other societies, and CFA Institute
- Assist Board Directors with ad hoc projects

**Qualifications:**

- Excellent communication skills – written and verbal
- 2+ years of hands on administrative support experience
- Effective time management and organization skills
- Experience with Microsoft Office
- Prior event/project management experience an asset
- Prior experience with Constant Contact and PayPal is a plus, although not required
- Working knowledge of CFA Institute and the CFA Program is considered valuable, although not required

Time commitment:

- This is a primarily a work from home position although there are approximately 20 events throughout the year that the Administrator is expected to attend in person (8-10 board meetings, 8-10 luncheon or dinner speaker events, the Annual Forecast Dinner and potentially one or two special evening presentation events).
- The average hours worked could range from 10-25 hours per week throughout the year, with the 25 hours being a peak time estimate. The most demanding months include those leading up to our Annual Forecast Dinner (generally held in January/February) and Annual Meeting (September). July and August are typically very light from workflow perspective. There are no set “office hours” so while we will have some deadlines, they can typically be managed from any location.
- Board meetings are generally scheduled for the third Friday of each month over the noon hour (September to June).
- CFA Institute regularly provides opportunities for travel to society/society-staff conferences and the Administrator will be expected to attend conferences from time to time at varying locations.

Compensation:

- Hourly pay – rate determined upon candidate’s qualifications, skills and experience
- No benefits included with position

Location:

- Victoria, BC

Submit your resume (and include salary expectations) to info@cfavictoria.com by January 15 at 5:00PM PST.