**Executive Administrator and Events Coordinator**

**Temporary job for 6 months**

**About CFANY**

The CFA Society New York (CFANY) in Times Square, was founded by a group of professionals that included Benjamin Graham, the “father of securities analysis” and one of the most influential men in the history of finance. Through generations of investment professionals CFANY remains a leading forum for the investment community since 1937.   Today the Society has over 10,000 members. For more information please refer to CFANY.org

**Job Description**

Work with Education, Programming, Marketing and Membership Departments of CFANY to provide excellent customer service to members as well as event /class fulfillment.

Create and schedule room set up with building porters, audio-visual team, IT on premises and off-site.

Plan and manage logistics of events, classes and meetings held on premises and work with outside venues when events are held off-site.

Take direction from Director of Business Development and other Department Heads (dotted line reporting to all internal personnel).

Process registrations and handle scheduling.

Learn emailing system and manage email boxes for Education,. Seminars and Events.

Get involved in graphic design.

Coordinate post event logistics (analysis and reporting).

Manage office supplies.

Cover the Reception Desk when necessary, answer phones, direct walk-ins.

Manage beverage station and vendor.

Assist in creating marketing materials for use across various channels and digital marketing initiatives.

**Cover letter and a URL to the LinkedIn profile are to be attached to the job application in lieu of resume.**

**Qualifications**

Bachelor’s in Hospitality

Organizational and multitasking skills

Good command of spoken and written English

Discretion, Patience, Can-do attitude

Ability to meet deadlines under pressure

Skype, LinkedIn, MSOffice