**Membership Data Analyst**

**Temporary job for 6 months, possibly longer at the discretion of CFANY.**

**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

The following position is available for a 6-month period, with the opportunity for longer-term employment at the discretion of CFA Society New York. Please download and review the job descriptions below thoroughly before applying: <https://www.cfany.org/opportunities/> Email all inquiries to WEB@CFANY.ORG. Specify the job title in the subject line. At your discretion, feel free to include any pertinent experience, and/or thoughts and ideas you might have on why you are the right candidate for the role.

**Job Description**

This individual will work approximately 30 hours a week.

Use a dbase of members’ data to effectively communicate with members of CFA Society New York.

Work on CFANY member communication strategies.

Work with Education, Programming, Marketing and Membership Departments of CFANY to provide excellent customer service to members.

Create graphics design for every digital and print communication for the Society’s events, meetings and classes organized by the Society.

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 a resume; please specify job title in the subject line of your e-mail.**

**Qualifications and Skills**

Bachelor’s degree

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

Social Media

Proficient in Microsoft office and Adobe creative suite – Specifically InDesign and Photoshop

Basic HTML knowledge

Video Editing software

Excellent communication skills – verbal and written - assist in proofing