

2017-2018 CFA Society Toronto Volunteer Position

Volunteer Position: CFA® Candidate Assistant

Scope of the Position

Are you looking to give back by offering guidance and advice to aspiring financial professionals? This position is appropriate for a recent or long-time charterholder. You will assist the Society by offering advice and guidance to prospective CFA candidates and investment professionals. Whether it's a quick email or phone call, this is your chance to give back by sharing your valuable insights and experiences, while also giving you the opportunity to get involved with CFA Society Toronto.

The CFA Society Toronto CFA® Candidate Assistant will assist the Society in answering questions about the charter, CFA Exam and career path from potential and current candidates. These volunteers will have a conversation with the candidate (via telephone or in person) to answer the candidate's questions and to provide guidance. The conversation with the candidate is a one-time meeting that is not required to be repeated after the initial exchange. These volunteers aren't expected to tutor the candidate or assist them in any other way; they are only expected to answer basic questions about the charter and CFA® Program.

We invite members from all tenure cohorts (<5yrs, 5-10yrs, 10+yrs), and particularly encourage those with 10+yrs of CFA® charterholder experience, to apply.

Duties and Responsibilities

- Answer candidate questions about the charter and exam
- Answer candidate questions about career path
- Candidate questions can be answered through a telephone conversation, a coffee meeting, or through email
- Communicate to the office once the conversation with the candidate is complete

Time Commitment

This volunteer position is not part of a committee. The CFA® Candidate Assistant Volunteer will be called upon for help on an ad-hoc and as needed basis. Anticipated workload is one coffee or phone conversation per quarter. Upon selection, the Candidate Support Volunteer will be given an in-person orientation. May be requested to assist in other projects as needed.

Characteristics

- Must be a CFA Society Toronto member in good standing
- Must be a CFA charterholder
- Must be fluent in English
- A second language is considered an asset

To apply, please click [here](#).